LearnNowBC

Daily Physical Activity
Educator User Manual

Purpose of Document

The purpose of this User Manual is to provide educators with a sufficient level of the detail regarding the use of the Daily Physical Activity application.

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1.0 Introduction

1.1 Background

Effective September 2008, the Ministry of Education requires that all students from K to 12 will participate in daily physical activity. Daily Physical Activity (DPA) is defined as endurance, strength and/or flexibility activities done on a daily basis which may be instructional or non-instructional based:

- **Kindergarten** - Schools will offer 15 minutes of Daily Physical Activity as part of students' educational program.
- **Grade 1 to Grade 9** - Schools will offer 30 minutes of Daily Physical Activity as part of students' education program.
- **Grades 10-12** - Students must document and report a minimum of 150 minutes per week of physical activity, at a moderate to vigorous intensity, as part of their Graduation Transitions Program.

DPA is a requirement for all students in BC, including those who are educated via Distributed Learning (DL). For DL at the K to 9 levels, the DPA requirements will become part of the Student Learning Plan, which outlines required areas of study, including anticipated timeline for completion. A special consideration for K-9 Distributed Learning students is that physical activity done in the home or community is considered part of the student's school-based time and would satisfy the provincial DPA requirements. Students and/or parents record the activity and report it according to the Distributed Learning School's directions.

For DL at grades 10 through 12, the DPA activity will be integrated with the student's Graduation Transitions requirement. Starting in the 2007/2008 school year, Graduation Transitions replaced the Graduation Portfolio Assessment found in the original 2004 graduation program, and is worth four credits towards graduation. All BC secondary school students who are enrolled in Grade 10, 11 or 12 as of September 1, 2007, and beyond must demonstrate they have met the following requirements for:

- **Personal Health** - maintain a personal health plan and participate in at least 150 minutes per week of moderate to vigorous physical activity.
- **Community Connections** - participate in at least 30 hours of work experience and/or community service and describe what was learned.
- **Career and Life** - complete a transition plan and present significant accomplishments.

Grade 10-12 students who are cross-enrolled in a Distributed Learning school, and where the Distributed Learning School is not their School of Record, must meet the DPA requirements through their School of Record.

Please note that all screen images in this document have been created using fictitious data.

1.2 What's New?

Educators are now able to filter the list of DPA Logs by Grade, Homeroom and the first letter of the students' Last Name. In addition Educators can correct the student's Grade and Homeroom on the DPA Log.

2.0 General Information

2.1 What is LearnNowBC?

The LearnNowBC (LNBC) portal is an interactive, one-stop website with a list of over 50 public DL schools. The portal contains information on course details, student services, and other offerings such as online tutoring. Many of these schools can offer complete K-12 education, while others focus on specific grades.

2.2 Support and Contact Information

LNBC Support Desk	For general questions or comments about LearnNowBC and its services, email: support@learnnowbc.ca or call 1-800-946-8332
Ministry of Education Contacts	Contacts for the Ministry of Education are located on the BC Government Directory at http://www.dir.gov.bc.ca/gtds.cgi?Index=ByUnitHier&OrgCode=EDUC
School District Contacts	http://www.bced.gov.bc.ca/schools/ provides information for key positions in each school district and school
Distributed Learning Contacts	Questions and comments about distributed learning courses, schools or programs should be directed to the schools themselves, at http://learnnowbc.ca/course_finder/default.aspx, or to the districts that operate those schools. For general questions or comments about distributed learning in the BC public K-12 school system, email: support@learnnowbc.ca or call 1-800-946-8332.
Parent Contacts	There are special volunteers committed to ensuring that parents and students in their school districts have a voice in decisions that affect them. Details on their advocacy project http://www.bccpac.bc.ca/advocacyproject.aspx are available on the website, and you can reach volunteer advocates through the toll free line, 1-888-351-9834, or via email at info@bccpac.bc.ca

2.3 System Requirements

Windows:	Internet Explorer 6
	Internet Explorer 7
	FireFox 3 or higher
	Adobe Acrobat Reader 8 or higher
	Recent Version of the Flash Player
	Excel 2000 or later to download DPA Logs (optional)

Mac:	Safari 3
	FireFox 3 or higher
	Adobe Acrobat Reader 8 or higher
	Recent Version of the Flash Player
	Excel 2000 or later to download DPA Logs (optional)

3.0 First Time Users of DPA

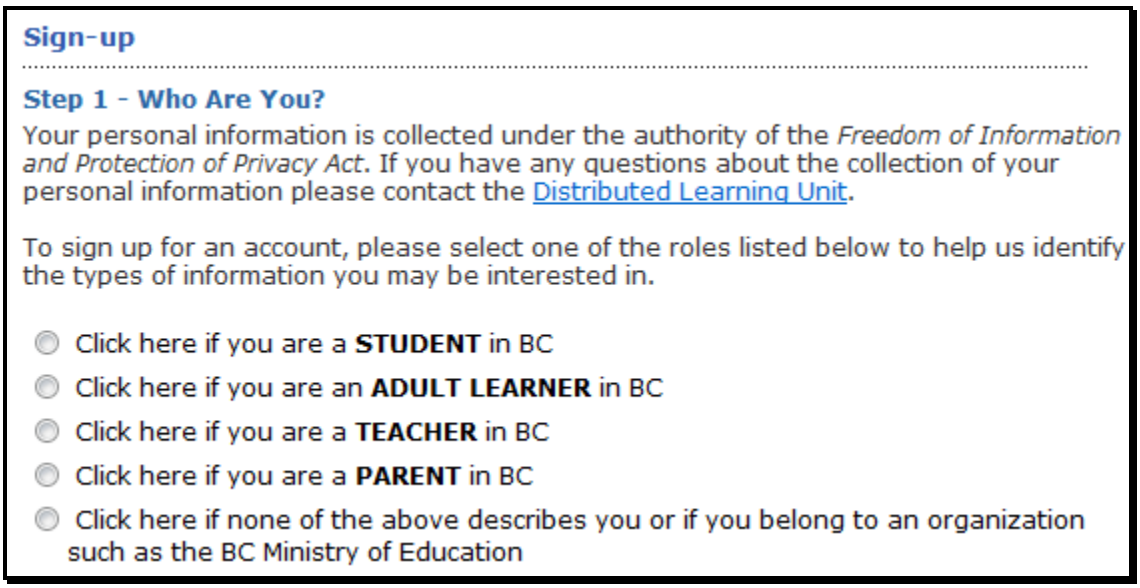
3.1 Step 1 – Sign-Up with LearnNowBC

First-time LNBC users will be required to Sign-Up before they can access the Daily Physical Activity (DPA) application. **If you already have an Educator account with LNBC please continue to section 3.2.**

Signing up is easy. Simply visit www.learnnowbc.ca and follow the directions below.

LearnNowBC
Askquestion
Can I take a DL course?
Please type your complete question here.
Ask!
Top 10 Questions
Your Recent Questions
Text size:
LOGIN
Already have a LearnNowBC account? Login here.
SIGN-UP
Haven't signed up yet? Create your new account here.
BROWSE
Take a look around LearnNowBC
LearnNowBC
A connection to educational opportunities and services in British Columbia for all Kindergarten to Grade 12 learners, including adults.
What would you like to do?
Get Homework Help
Take a Course
Get Some Advice
Daily Physical Activity Tracker
Book a Meeting
Learn about Cyber Safety
Find Resources for Young Learners
FAQ Helpdesk Glossary Sitemap Privacy Contact Us Copyright Disclaimer Accessibility

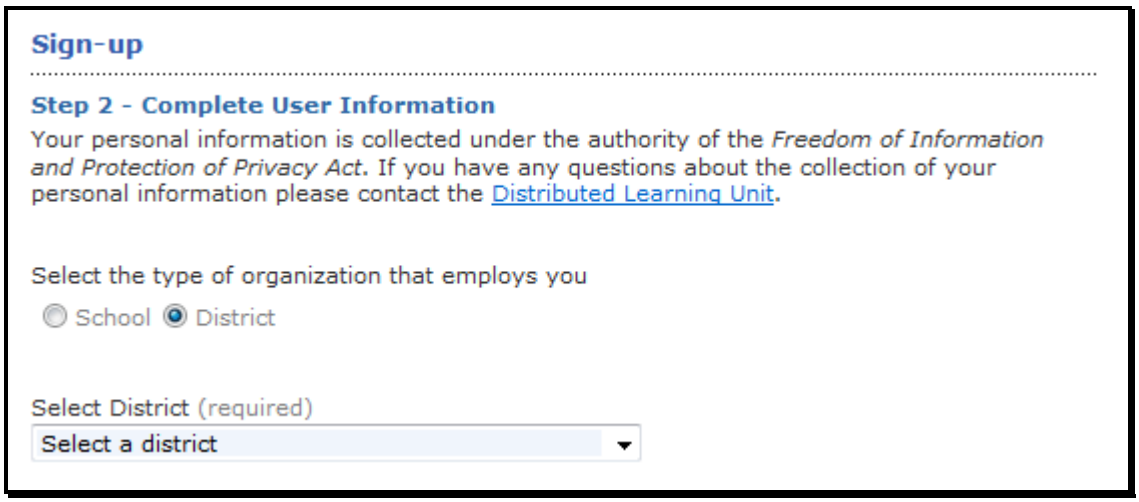
On the LNBC home page, select the *Sign-Up* button.


Sign-up
Step 1 - Who Are You?
Your personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information please contact the Distributed Learning Unit.
To sign up for an account, please select one of the roles listed below to help us identify the types of information you may be interested in.
Click here if you are a STUDENT in BC
Click here if you are an ADULT LEARNER in BC
Click here if you are a TEACHER in BC
Click here if you are a PARENT in BC
Click here if none of the above describes you or if you belong to an organization such as the BC Ministry of Education

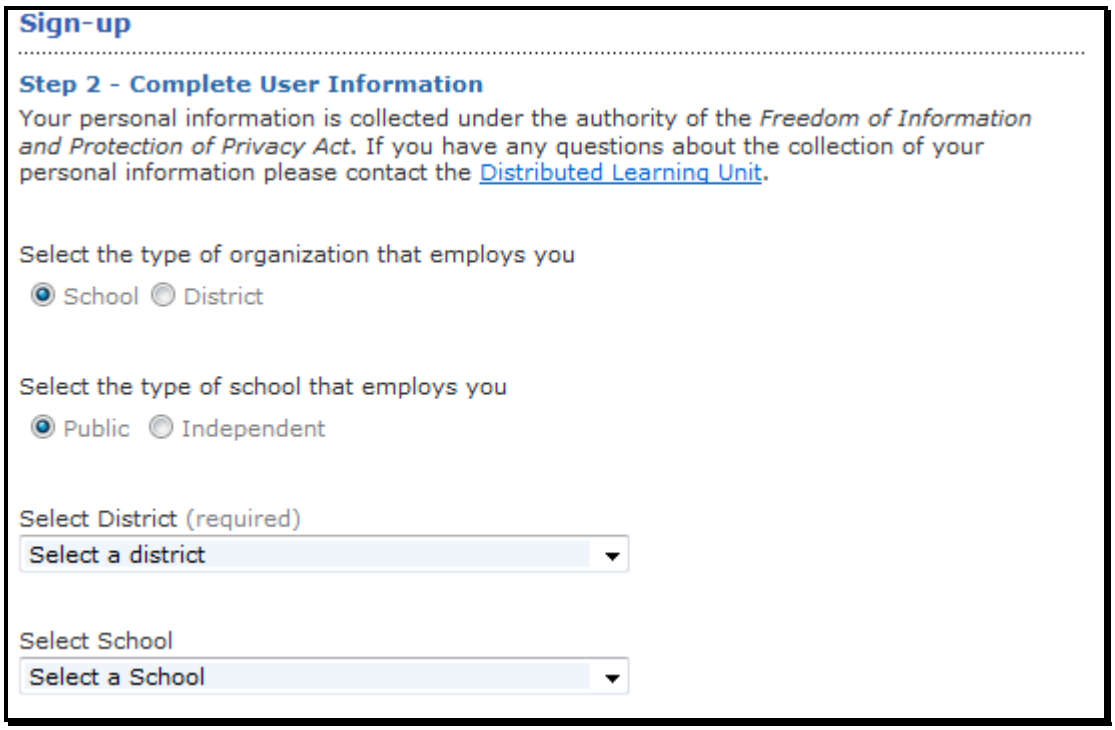
Select Teacher in order to Sign-Up on LearnNowBC.

Note The Parent and Other roles do not have access to the DPA functionality. Only Students and Teachers will be able to use the DPA application on LNBC.

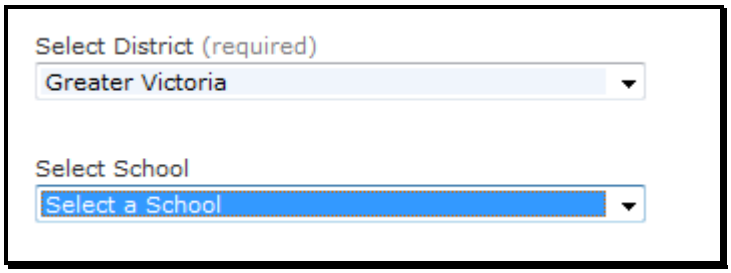
Once selected, you will be prompted to select your district or school:


Sign-up
Step 2 - Complete User Information
Your personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information please contact the Distributed Learning Unit.
Select the type of organization that employs you
School
District
Select District (required)
Select a district

To access DPA logs you will need to select a school. To do this select the school radio button. The screen will redisplay as follows:

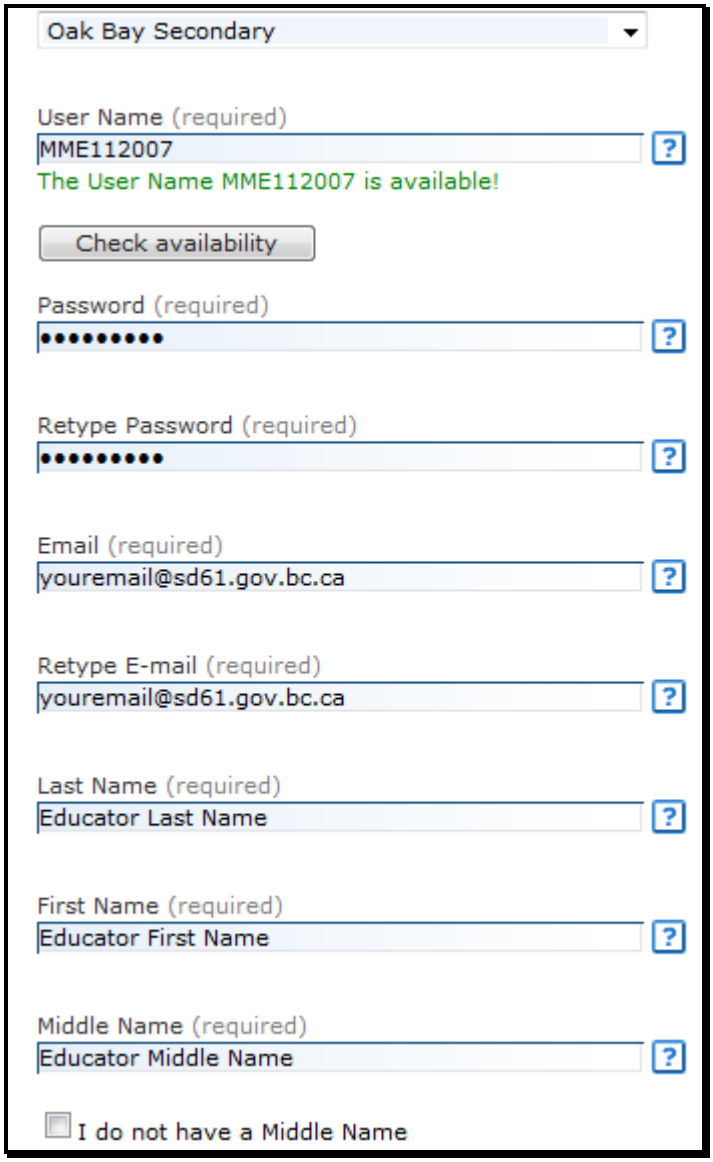

Sign-up
Step 2 - Complete User Information
Your personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information please contact the Distributed Learning Unit.
Select the type of organization that employs you
School
District
Select the type of school that employs you
Public
Independent
Select District (required)
Select a district
Select School
Select a School

If you are employed by a public school, you can narrow your search by selecting the district first:



Alternatively if you are employed by an independent school select the independent school radio button:

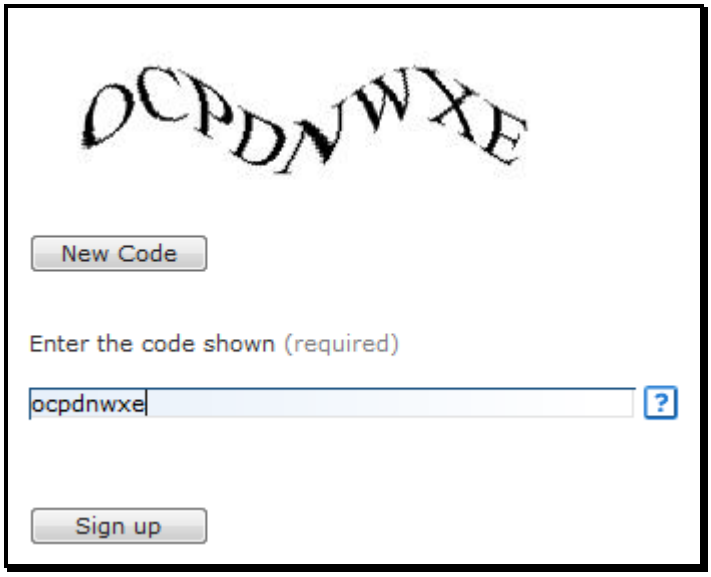
Once you have selected your school, provide the required information on the screen:



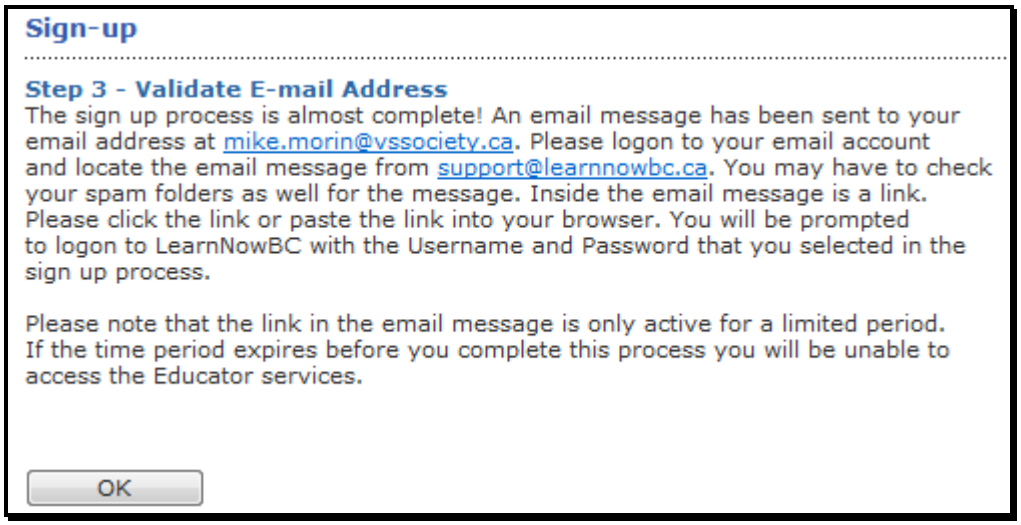
Tool Tip Pick a Username and Password that are easy for you to remember, but hard for others to guess. You will need to enter your Username and Password whenever you need to review your students' DPA Logs.

Tool Tip 2 If you have a Middle Name please provide it, otherwise click the 'I do not have a Middle Name' checkbox.

At the bottom of the screen enter the code that is displayed and click the Sign-Up button:

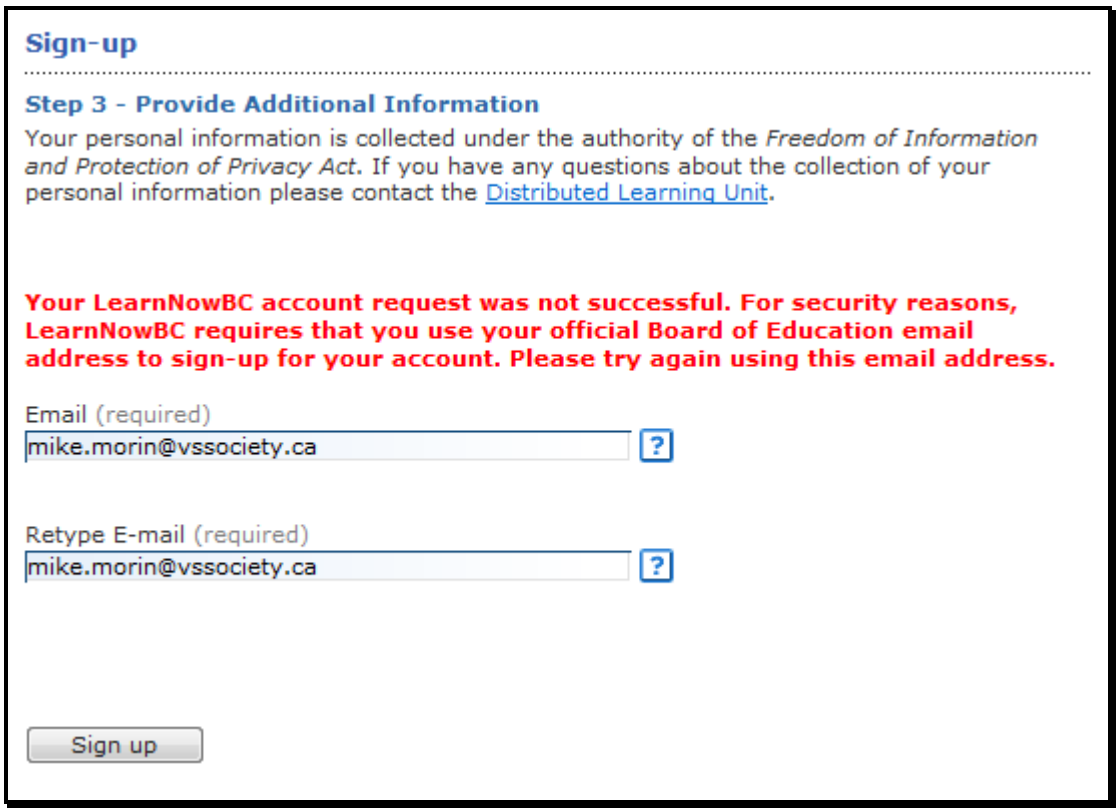


If your school's Email Address is on file with LNBC you will see the message below:


Sign-up
Step 3 - Validate E-mail Address
The sign up process is almost complete! An email message has been sent to your email address at mike.morin@vssociety.ca. Please logon to your email account and locate the email message from support@learnnowbc.ca. You may have to check your spam folders as well for the message. Inside the email message is a link. Please click the link or paste the link into your browser. You will be prompted to logon to LearnNowBC with the Username and Password that you selected in the sign up process.
Please note that the link in the email message is only active for a limited period. If the time period expires before you complete this process you will be unable to access the Educator services.
OK

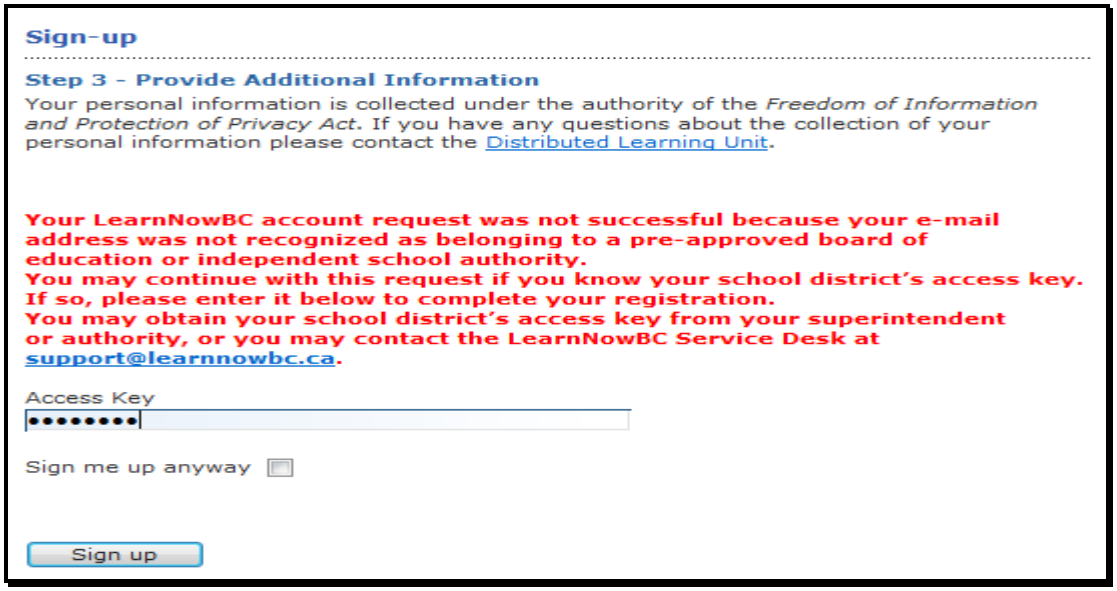
This indicates that a confirmation email has been sent to your email address. You will need to access your email account and click the link within the message from LearnNowBC in order to complete the Sign-Up process.

If your school's Email Address is not on file with LNBC you will be prompted to provide your Email Address again. Once you have typed in the email address twice, click Sign up:


Sign-up
Step 3 - Provide Additional Information
Your personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information please contact the Distributed Learning Unit.
Your LearnNowBC account request was not successful. For security reasons, LearnNowBC requires that you use your official Board of Education email address to sign-up for your account. Please try again using this email address.
Email (required)
mike.morin@vssociety.ca
Retype E-mail (required)
mike.morin@vssociety.ca
Sign up

In this case, you will need your district or school's Access Key to verify your identity. This can be obtained from your superintendent or by contacting support@learnnowbc.ca.

Enter your Access Key and click Sign-Up:

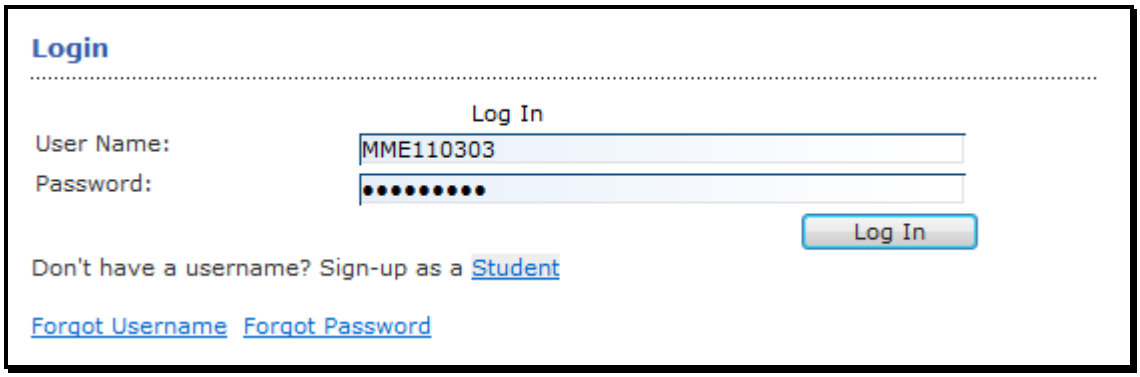

Sign-up
Step 3 - Provide Additional Information
Your personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information please contact the Distributed Learning Unit.
Your LearnNowBC account request was not successful because your e-mail address was not recognized as belonging to a pre-approved board of education or independent school authority.
You may continue with this request if you know your school district's access key. If so, please enter it below to complete your registration.
You may obtain your school district's access key from your superintendent or authority, or you may contact the LearnNowBC Service Desk at support@learnnowbc.ca.
Access Key
Sign me up anyway
Sign up

Once you have successfully entered an Email Address or Access Key that is on file for your school, a confirmation email will be sent to the email address you entered when you registered.

Tool Tip You must confirm your email address in order to complete the Sign-Up process. Check your email account for a message from support@learnnowbc.ca. You may have to check your spam folders for the message. Click the link within the email to confirm your email address. The contents of the email will look similar to the one below:

> Welcome to LearnNowBC. Your sign-up process for an Educator account is almost complete. LearnNowBC has verified your account information!Click here to access the secure link to the LearnNowBC site so you may complete the sign-up process and log-in for the first time.
>
> If the link above does not work for you, please copy the following text into the address field of your browser and follow the prompts: http://qa.learnnowbc.ca/Login.aspx?UserID=13619&Key=f49bf223d95ec7cf976a4cd405a87b76 If you have any problems, please contact the LearnNowBC Service Desk at support@learnnowbc.ca.

Once you have confirmed your email address, you will be prompted to login to LNBC:



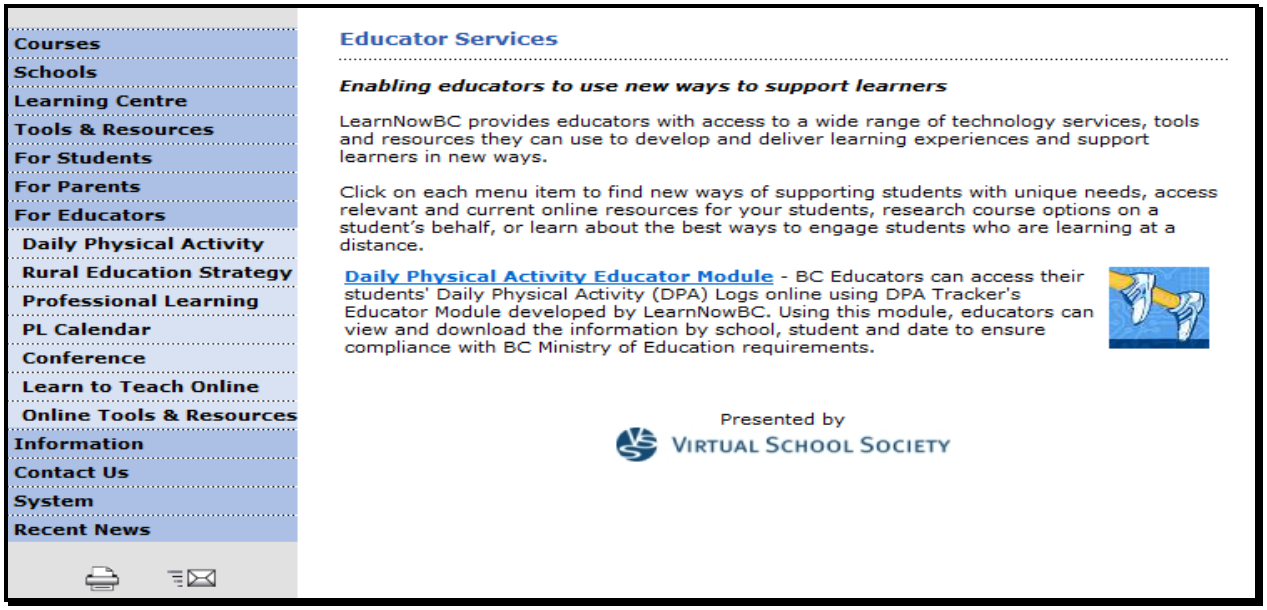
3.2 Step 2 - Confirm the School that Employs You

If you already have an account with LNBC you will need to confirm the school that employs you in order to access student DPA logs for that school.

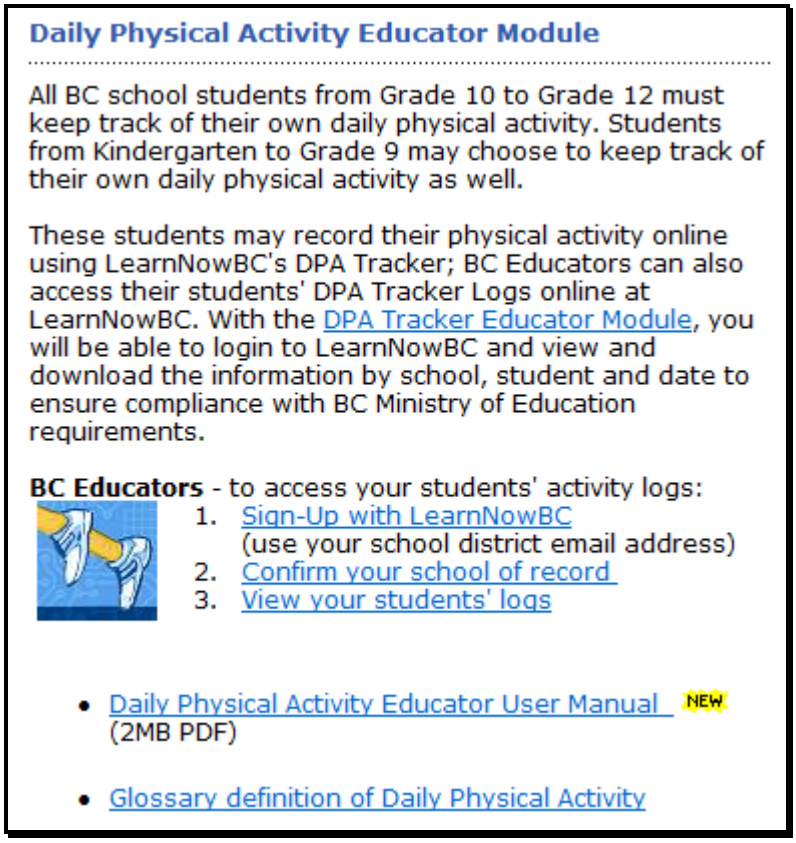
Access the LearnNowBC URL at http://www.learnnowbc.ca .

LearnNowBC
AskaQuestion
Can I take a DL course?
Please type your complete question here.
Ask!
Top 10 Questions
Your Recent Questions
Text size:
LOGIN
Already have a LearnNowBC account? Login here.
SIGN-UP
Haven't signed up yet? Create your new account here.
BROWSE
Take a look around LearnNowBC
LearnNowBC
A connection to educational opportunities and services in British Columbia for all Kindergarten to Grade 12 learners, including adults.
What would you like to do?
Get Homework Help
Take a Course
Get Some Advice
Daily Physical Activity Tracker
Book a Meeting
Learn about Cyber Safety
Find Resources for Young Learners
FAQ Helpdesk Glossary Sitemap Privacy Contact Us Copyright Disclaimer Accessibility

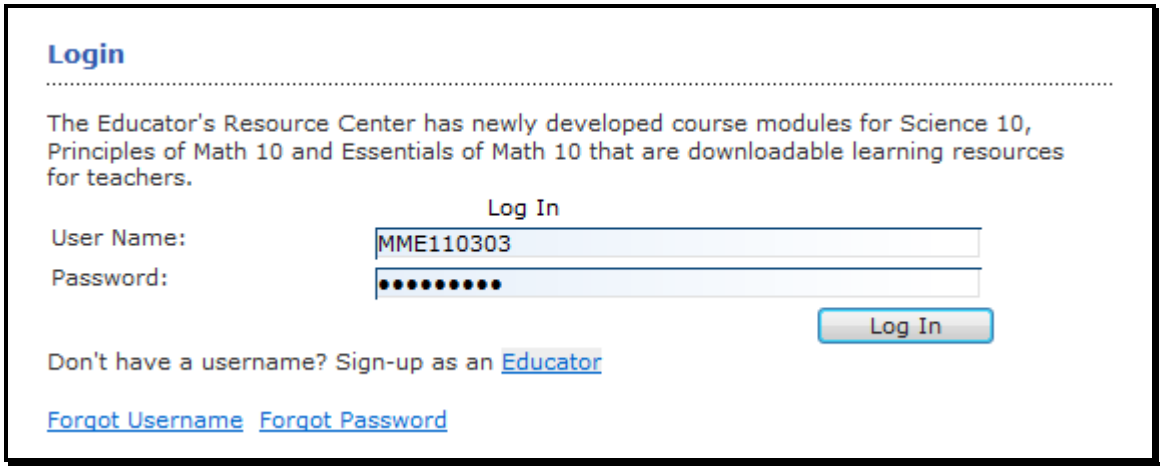
Click the 'Browse' button located in the middle of the start page. Click 'For Educators' located on the left panel and the default Educator Services page will display:


Courses
Schools
Learning Centre
Tools & Resources
For Students
For Parents
For Educators
Daily Physical Activity
Rural Education Strategy
Professional Learning
PL Calendar
Conference
Learn to Teach Online
Online Tools & Resources
Information
Contact Us
System
Recent News
Educator Services
Enabling educators to use new ways to support learners
LearnNowBC provides educators with access to a wide range of technology services, tools and resources they can use to develop and deliver learning experiences and support learners in new ways.
Click on each menu item to find new ways of supporting students with unique needs, access relevant and current online resources for your students, research course options on a student's behalf, or learn about the best ways to engage students who are learning at a distance.
Daily Physical Activity Educator Module - BC Educators can access their students' Daily Physical Activity (DPA) Logs online using DPA Tracker's Educator Module developed by LearnNowBC. Using this module, educators can view and download the information by school, student and date to ensure compliance with BC Ministry of Education requirements.
Presented by
VIRTUAL SCHOOL SOCIETY

Click the Daily Physical Activity Educator module link from the menu, the hyperlink on the page or the icon at the right of the page. The Daily Physical Activity page for Educators will display:

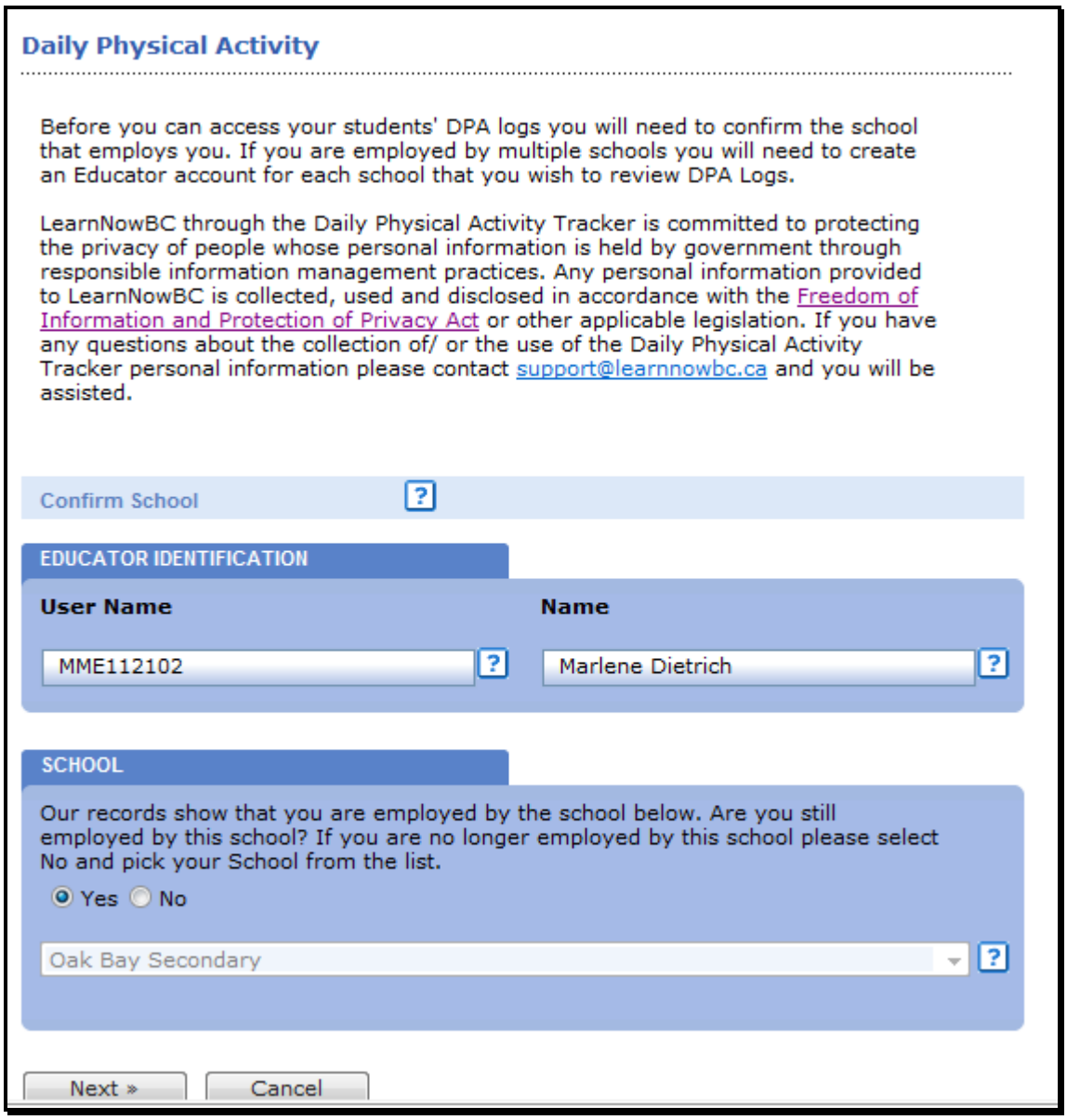

Daily Physical Activity Educator Module
All BC school students from Grade 10 to Grade 12 must keep track of their own daily physical activity. Students from Kindergarten to Grade 9 may choose to keep track of their own daily physical activity as well.
These students may record their physical activity online using LearnNowBC's DPA Tracker; BC Educators can also access their students' DPA Tracker Logs online at LearnNowBC. With the DPA Tracker Educator Module, you will be able to login to LearnNowBC and view and download the information by school, student and date to ensure compliance with BC Ministry of Education requirements.
BC Educators - to access your students' activity logs:
1. Sign-Up with LearnNowBC
(use your school district email address)
2. Confirm your school of record
3. View your students' logs
Daily Physical Activity Educator User Manual NEW
(2MB PDF)
Glossary definition of Daily Physical Activity

Click the Step 2 link Confirm your school of record. If you are not already logged on to LNBC you will be prompted to logon:


Login
The Educator's Resource Center has newly developed course modules for Science 10, Principles of Math 10 and Essentials of Math 10 that are downloadable learning resources for teachers.
Log In
User Name:
MME110303
Password:
Log In
Don't have a username? Sign-up as an Educator
Forgot Username
Forgot Password

Tool Tip If you have forgotten your Username or Password, use the *Forgot Username* or *Forgot Password* links for assistance, or call the LNBC Support Desk.

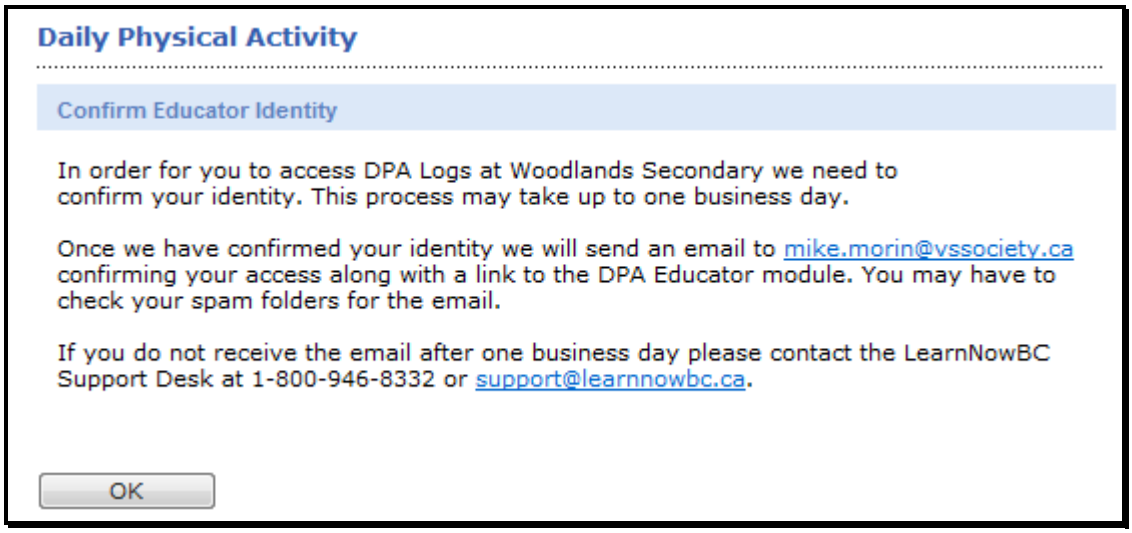
A screen similar to the one below will be displayed in order for you to confirm the school for which you need to review DPA Logs:


Daily Physical Activity
Before you can access your students' DPA logs you will need to confirm the school that employs you. If you are employed by multiple schools you will need to create an Educator account for each school that you wish to review DPA Logs.
LearnNowBC through the Daily Physical Activity Tracker is committed to protecting the privacy of people whose personal information is held by government through responsible information management practices. Any personal information provided to LearnNowBC is collected, used and disclosed in accordance with the Freedom of Information and Protection of Privacy Act or other applicable legislation. If you have any questions about the collection of/ or the use of the Daily Physical Activity Tracker personal information please contact support@learnnowbc.ca and you will be assisted.
Confirm School
EDUCATOR IDENTIFICATION
User Name
Name
MME112102
Marlene Dietrich
SCHOOL
Our records show that you are employed by the school below. Are you still employed by this school? If you are no longer employed by this school please select No and pick your School from the list.
Yes
No
Oak Bay Secondary
Next »
Cancel

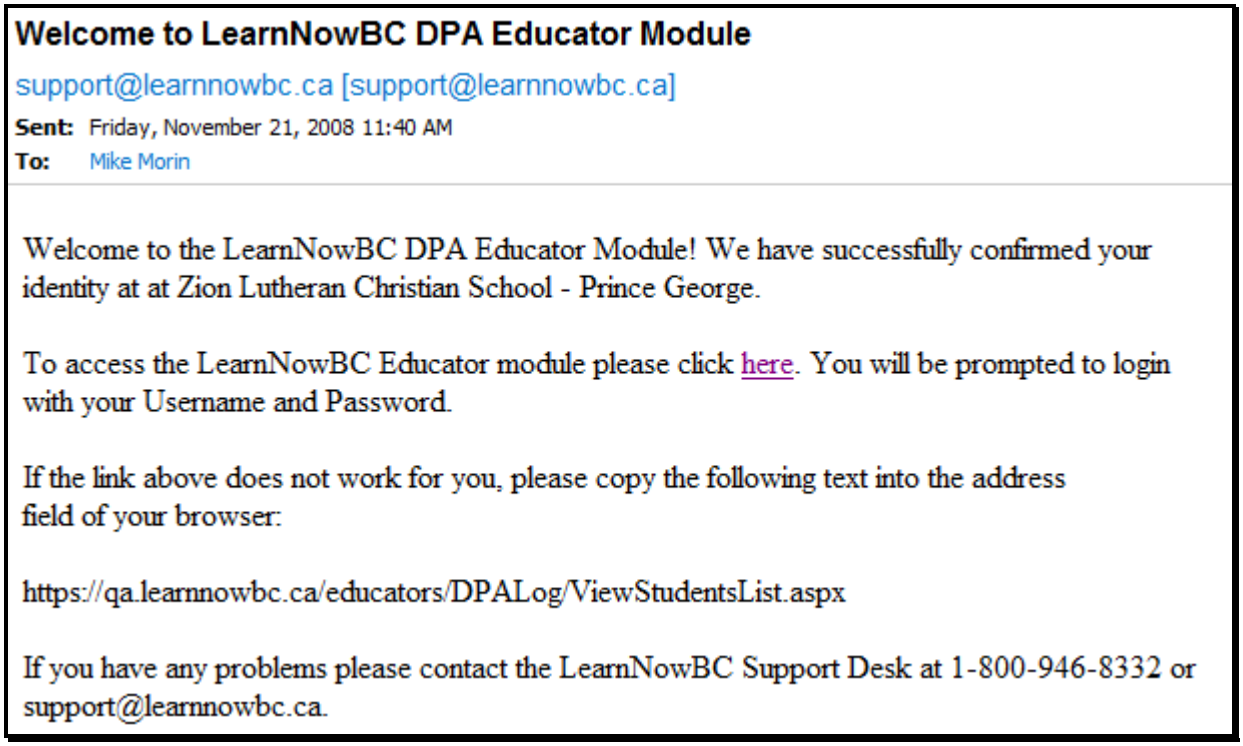
Tool Tip You may only provide one school for the purposes of DPA. If you need to review DPA Logs for multiple schools you will need to set up one Educator account on LNBC per school.

Select your school and click the Next button.

The following screen will be displayed:

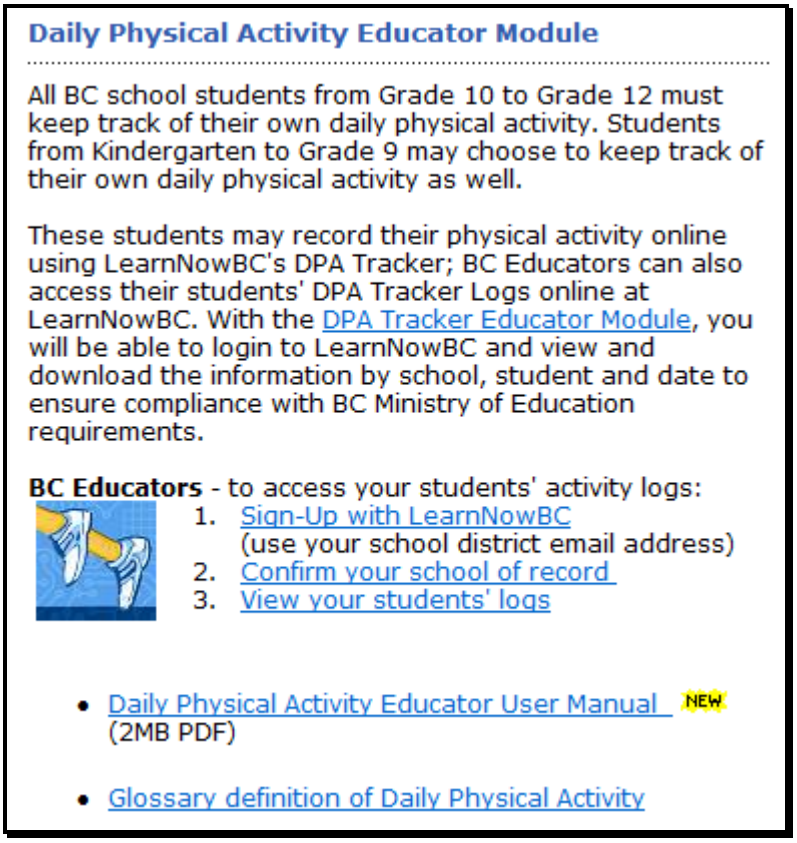

Daily Physical Activity
Confirm Educator Identity
In order for you to access DPA Logs at Woodlands Secondary we need to confirm your identity. This process may take up to one business day.
Once we have confirmed your identity we will send an email to mike.morin@vssociety.ca confirming your access along with a link to the DPA Educator module. You may have to check your spam folders for the email.
If you do not receive the email after one business day please contact the LearnNowBC Support Desk at 1-800-946-8332 or support@learnnowbc.ca.
OK

LNBC Support will confirm your identity as an Educator at the School. This may take up to one business day to complete. Once this has been done you will receive a welcome message similar to the one below with a special link in it:


Welcome to LearnNowBC DPA Educator Module
support@learnnowbc.ca [support@learnnowbc.ca]
Sent: Friday, November 21, 2008 11:40 AM
To: Mike Morin
Welcome to the LearnNowBC DPA Educator Module! We have successfully confirmed your identity at at Zion Lutheran Christian School - Prince George.
To access the LearnNowBC Educator module please click here. You will be prompted to login with your Username and Password.
If the link above does not work for you, please copy the following text into the address field of your browser:
https://qa.learnnowbc.ca/educators/DPALog/ViewStudentsList.aspx
If you have any problems please contact the LearnNowBC Support Desk at 1-800-946-8332 or support@learnnowbc.ca.

Please click the link or paste the link into your browser. You will be prompted to logon with your Username and Password. **Please continue to section 4 in this manual.**

Alternatively you may click **Step 3 on the DPA page for Educators** to access your Student's DPA Logs:



Daily Physical Activity Educator Module

All BC school students from Grade 10 to Grade 12 must keep track of their own daily physical activity. Students from Kindergarten to Grade 9 may choose to keep track of their own daily physical activity as well.

These students may record their physical activity online using LearnNowBC's DPA Tracker; BC Educators can also access their students' DPA Tracker Logs online at LearnNowBC. With the DPA Tracker Educator Module, you will be able to login to LearnNowBC and view and download the information by school, student and date to ensure compliance with BC Ministry of Education requirements.

BC Educators - to access your students' activity logs:

1. Sign-Up with LearnNowBC
   (use your school district email address)
2. Confirm your school of record
3. View your students' logs

- Daily Physical Activity Educator User Manual NEW
  (2MB PDF)
- Glossary definition of Daily Physical Activity

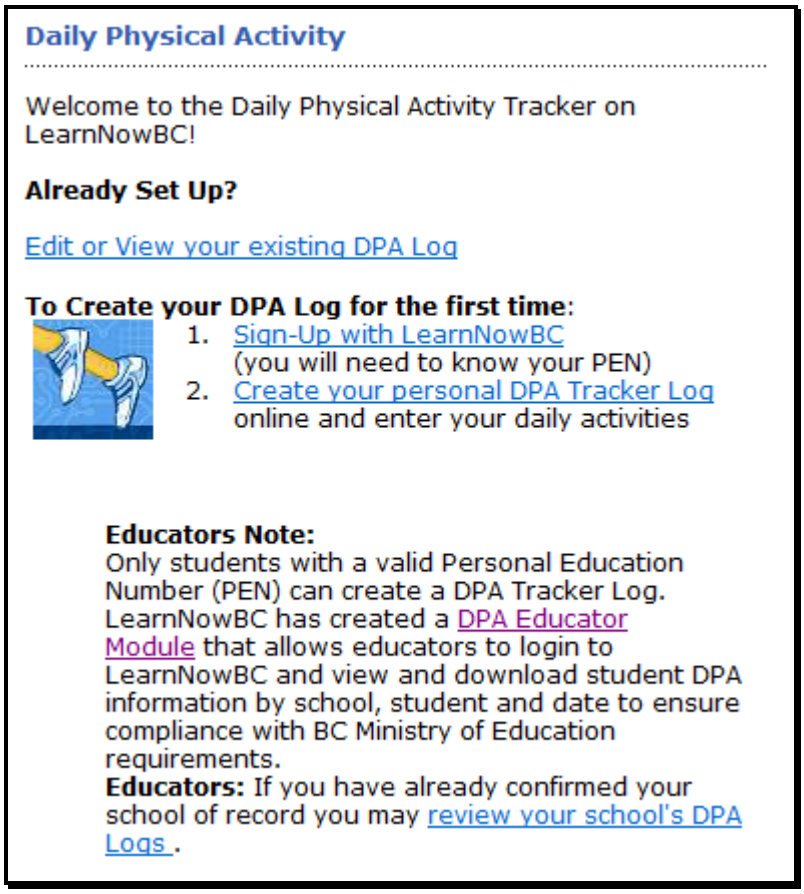
You will be prompted to logon with your Username and Password. **Please continue to section 4 in this manual.**

4.0 Using the DPA Application

Once you have been granted access to the DPA application you may quickly access your list of Students by adding this page to your browser favourites:

http://www.learnnowbc.ca/services/DPALog/

When you access the above link the page below will display:


Daily Physical Activity
Welcome to the Daily Physical Activity Tracker on LearnNowBC!
Already Set Up?
Edit or View your existing DPA Log
To Create your DPA Log for the first time:
1. Sign-Up with LearnNowBC (you will need to know your PEN)
2. Create your personal DPA Tracker Log online and enter your daily activities
Educators Note:
Only students with a valid Personal Education Number (PEN) can create a DPA Tracker Log. LearnNowBC has created a DPA Educator Module that allows educators to login to LearnNowBC and view and download student DPA information by school, student and date to ensure compliance with BC Ministry of Education requirements.
Educators: If you have already confirmed your school of record you may review your school's DPA Logs .

Click the **review your school's DPA Logs link** at the bottom of the page and you will be prompted to logon. Once you have logged on you will see your list of students. See section 4.1 for more details.

4.1 The View Students List Screen

The View Students List Screen is the main screen for Educators and is the main access point for all of the DPA functions.

Tool Tip You must be logged onto LNBC as an Educator and have confirmed your school in order to access this screen. If you are receiving an Insufficient Permissions message, you have not completed the Sign-Up or confirm school process successfully. Return to Section 3 in this manual or contact the LNBC Support Desk at support@learnnowbc.ca.

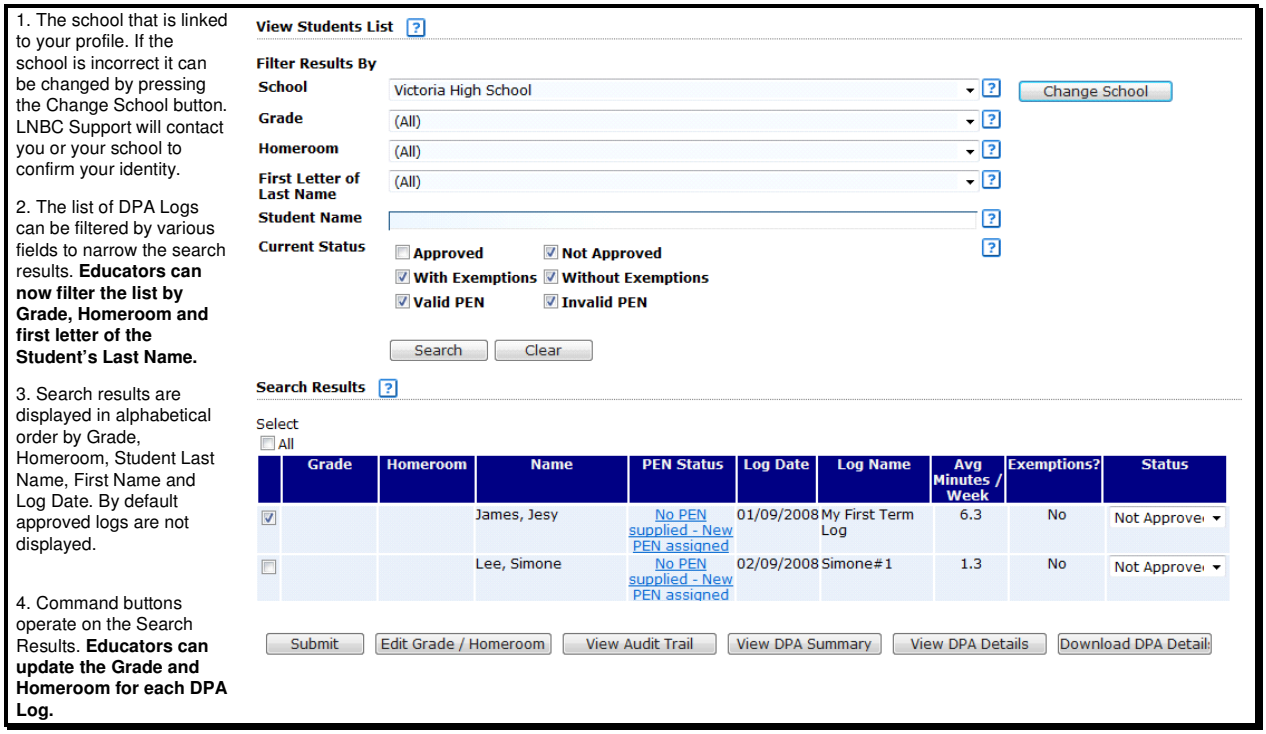
The View Students List screen is made up of four main elements, as follows:

1. The school that is linked to your profile. If the school is incorrect it can be changed by pressing the Change School button. LNBC Support will contact you or your school to confirm your identity.

2. The list of DPA Logs can be filtered by various fields to narrow the search results. **Educators can now filter the list by Grade, Homeroom and first letter of the Student's Last Name.**

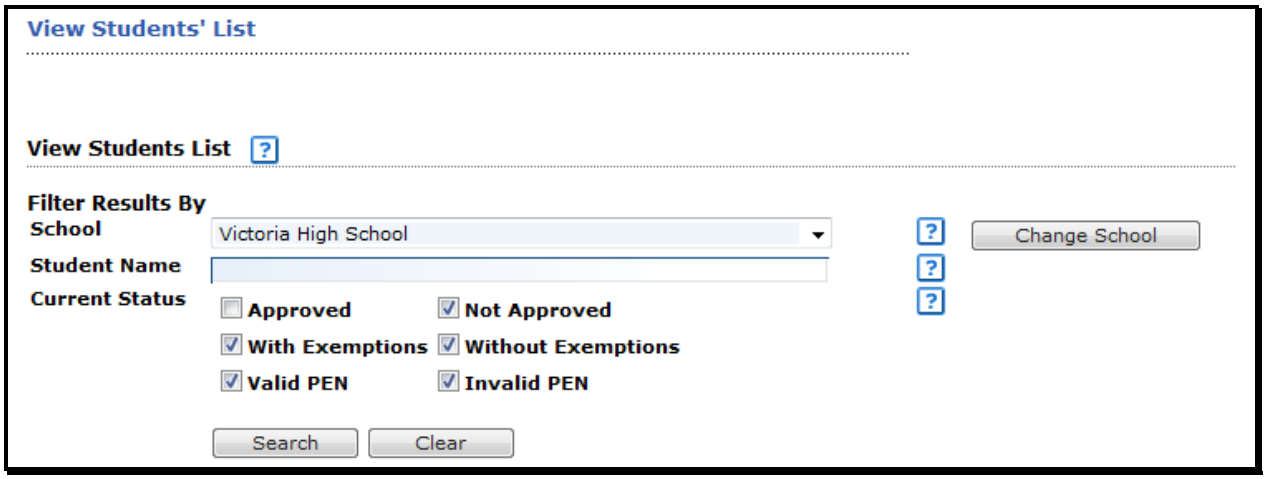
3. Search results are displayed in alphabetical order by Grade, Homeroom, Student Last Name, First Name and Log Date. By default approved logs are not displayed.

4. Command buttons operate on the Search Results. **Educators can update the Grade and Homeroom for each DPA Log.**

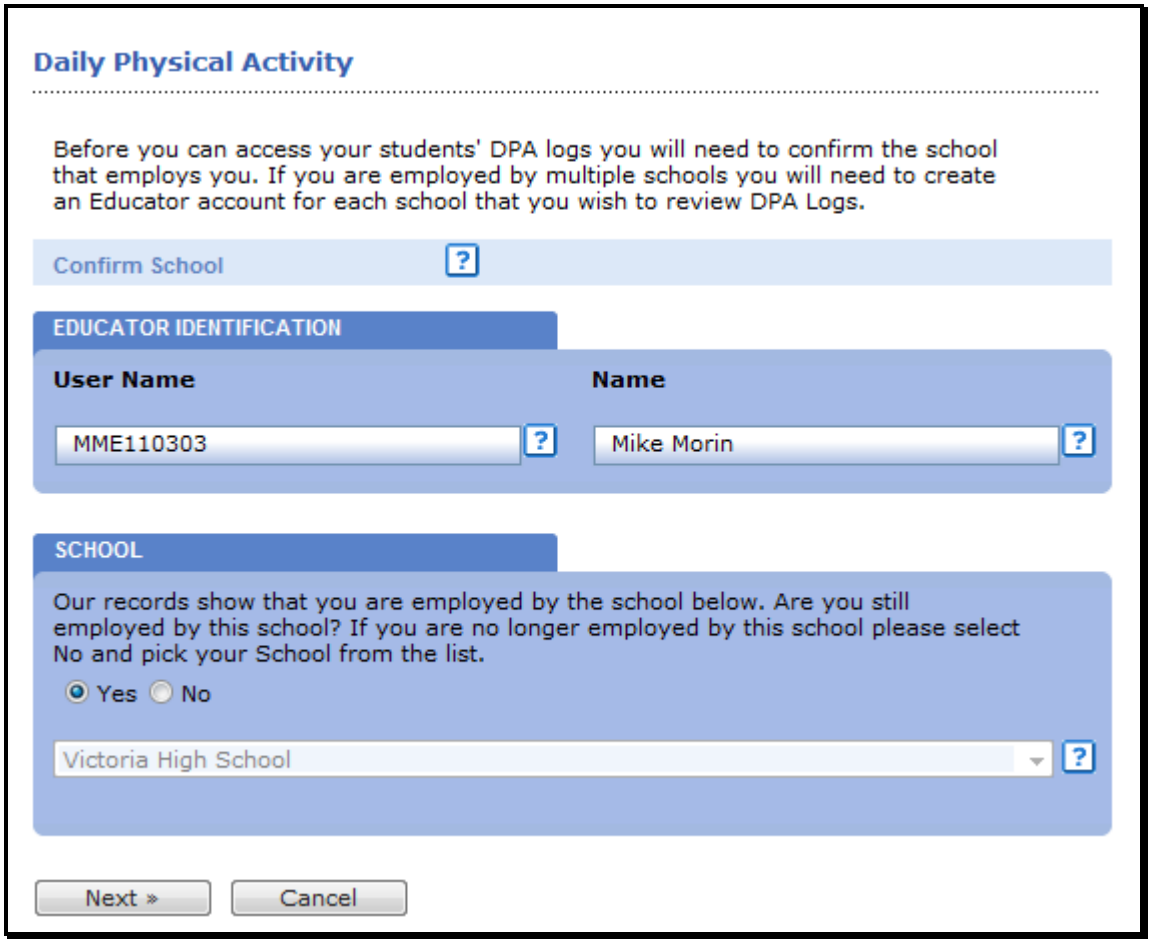


4.1.1 Changing Your School

If the school listed is not correct it can be changed by clicking the Change School button:



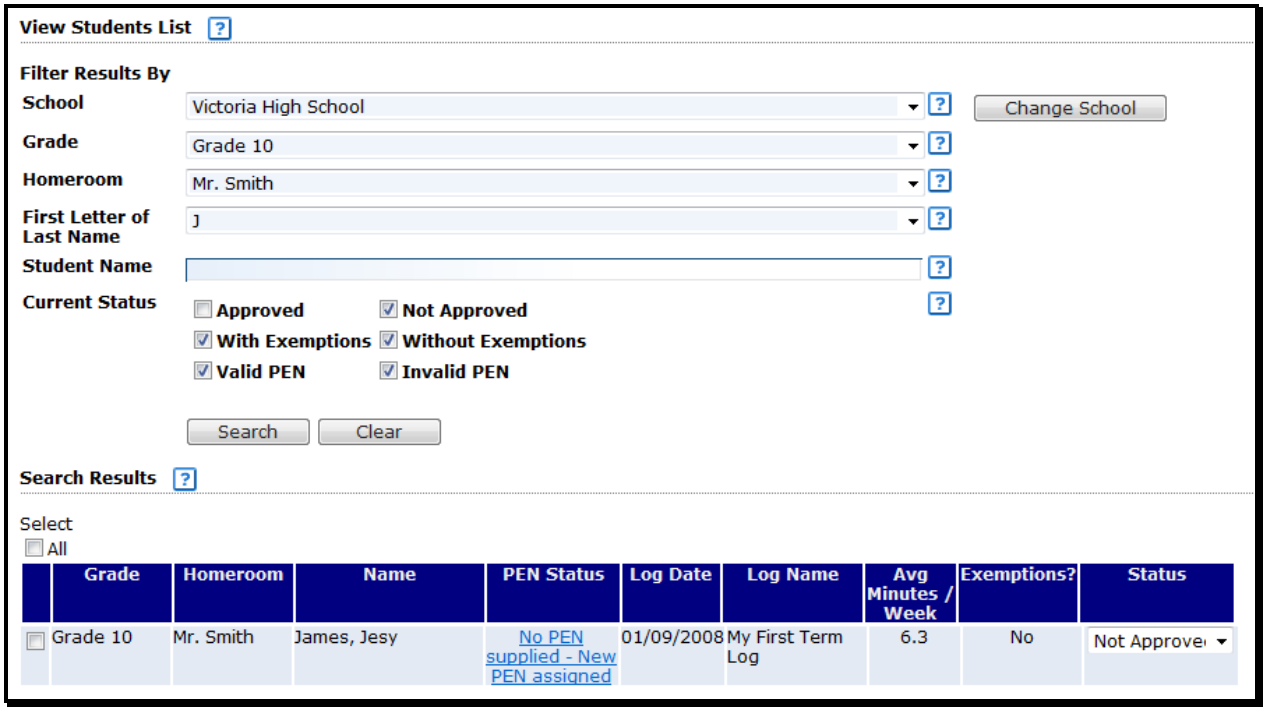
You will be prompted to select a new school:


Daily Physical Activity
Before you can access your students' DPA logs you will need to confirm the school that employs you. If you are employed by multiple schools you will need to create an Educator account for each school that you wish to review DPA Logs.
Confirm School
EDUCATOR IDENTIFICATION
User Name
Name
MME110303
Mike Morin
SCHOOL
Our records show that you are employed by the school below. Are you still employed by this school? If you are no longer employed by this school please select No and pick your School from the list.
Yes
No
Victoria High School
Next »
Cancel

Follow the directions in section 3.2 of this manual to complete the change of your school.

4.1.2 Filtering the Search Results

You can narrow the search results by filtering on various fields:



Search Field	Search Result
Grade	Allows the Search Results to be filtered by Grade – only the Grades that are applicable to your school are listed – can be combined with the Homeroom and first letter of Last Name
Homeroom	Allows the Search Results to be filtered by Homeroom – only the Homerooms that are applicable to your school are listed – can be combined with the Grade and first letter of Last Name
First Letter of Last Name	Allows the Search Results for be filtered by first letter of the Student's Last Name – can be combined with the Grade and Homeroom
Student Name	Only display students with that match on First Name, Last Name or Email Address– can be combined with the Grade and Homeroom
Approved	Only display Approved DPA Logs
Not Approved	Only display Not Approved DPA Logs
With Exemptions	Only display DPA Logs with Exemptions
Without Exemptions	Only display DPA Logs Without Exemptions
Valid PEN	Only display students with valid Personal Education Numbers

Search Field	Search Result
Invalid PEN	Only display students with invalid Personal Education Numbers

Tool Tip 1 Activate the search by Student Name by pressing enter after the student's name or by clicking the Search button.

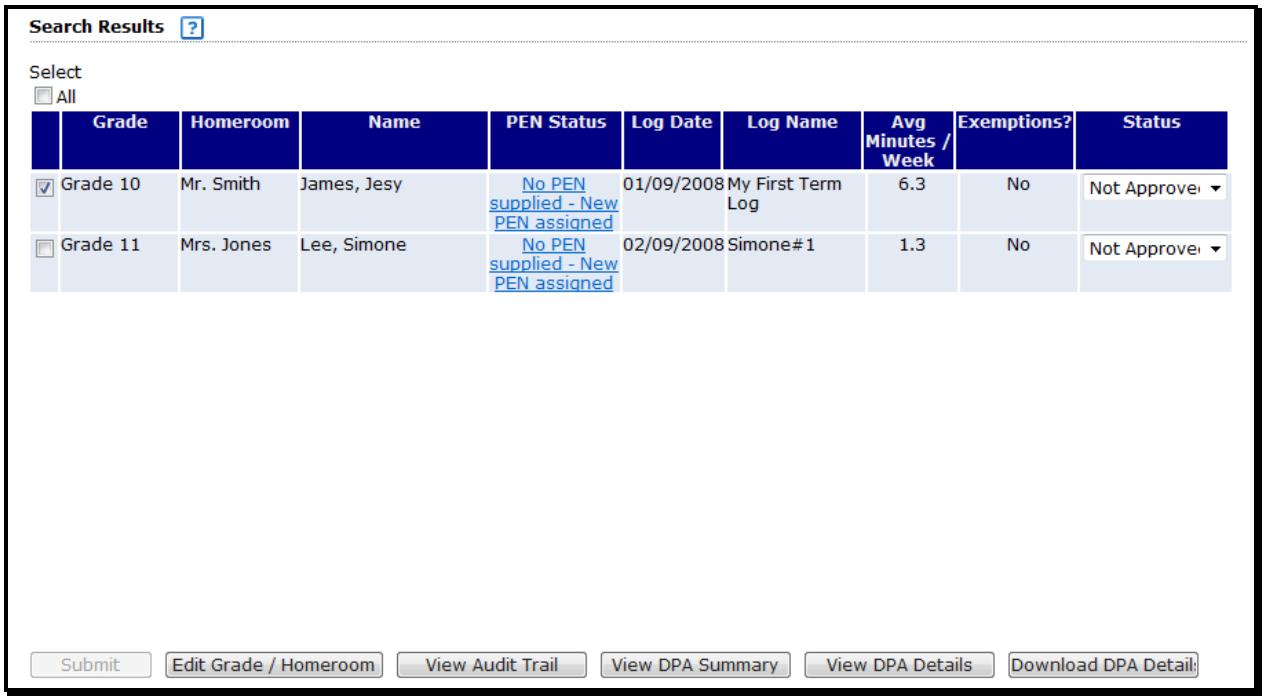
Tool Tip 2 The Search Results refresh automatically after selecting Grade, Homeroom, First Letter of Last Name or the Current Status check boxes.

Tool Tip 3 Reset the Search Results and buttons to the default by pressing the Clear button.

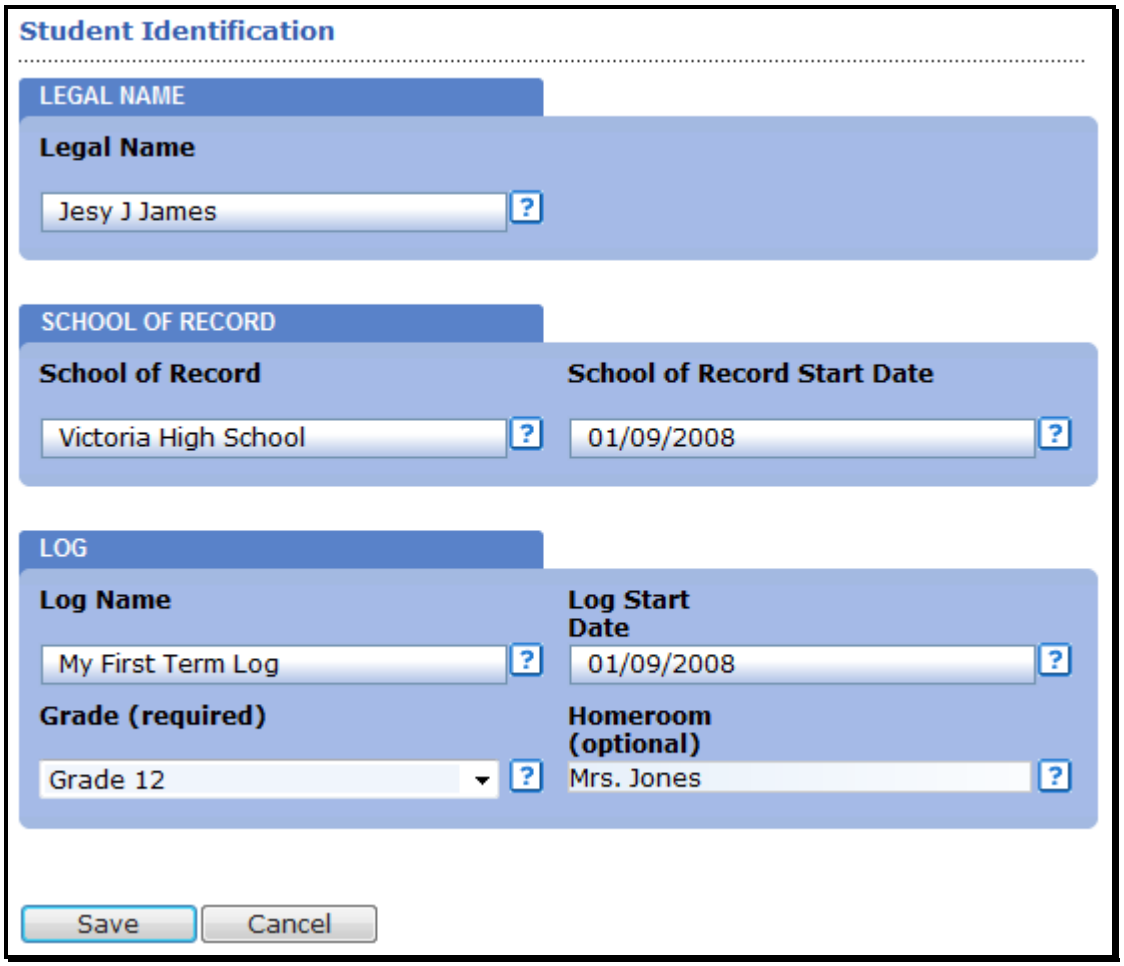
Tool Tip 4 Grades and / or Homerooms that were entered incorrectly by the students can be corrected by the educator – see section 4.1.3 below.

4.1.3 Correcting the Grade and / or Homeroom

The Educator may correct the Grade and / or Homeroom on DPA Logs, where the information is missing or incorrect. Select the particular DPA Log and click the Edit Grade / Homeroom button:



A screen will display allowing the Educator to correct the Grade and optionally the Homeroom:



Click the Save button to update the Grade and / or Homeroom on the DPA Log.

4.1.4 Validating a Student's PEN

In order to report DPA to the Ministry the student's Personal Education Number (PEN) must be validated. This is indicated by the PEN Status field in the search results:

1. Valid PENs are indicated by a PEN Status that is not hyperlinked.

2. Invalid PENs that you need to action are indicated by the hyperlink in the PEN Status field.

PEN Status	Log Date	Log Name	Avg Minutes / Week	Exemptions?	Status
Supplied PEN confirmed	30/10/2008	Second Log	0.0	Yes	Not Approved
No PEN supplied - New PEN assigned	02/09/2008	My very Second Log	7.5	No	Not Approved
No PEN supplied - New PEN assigned	01/09/2008	My Very First Log	0.0	Yes	Not Approved
No PEN supplied - New PEN assigned	01/09/2008	Another Log	7.5	No	Not Approved
No PEN supplied - New PEN assigned	01/09/2008	Another Log	7.5	No	Not Approved
No PEN supplied - New PEN assigned	01/09/2008	Mikes First DPA Log	0.0	No	Not Approved
No PEN supplied - New PEN assigned	01/09/2008	My First DPA Log	15.0	No	Not Approved
No PEN supplied - New PEN assigned	01/08/2008	Another Log	0.0	No	Not Approved
No PEN supplied	04/09/2007	Another DPA	0.0	No	Not Approved

In order to validate a student's PEN at minimum you must know at minimum the following demographic information about the student:

1. Legal First Name
2. Legal Middle Name
3. Legal Last Name
4. Birth Date
5. Gender
6. Personal Education Number

To validate the student's PEN click the hyperlinked PEN status for the student. This will display the PEN Validation page for the selected student:

Enter the student's demographic information and click Submit to validate their PEN.

4.2 Monitoring Your Students' Progress

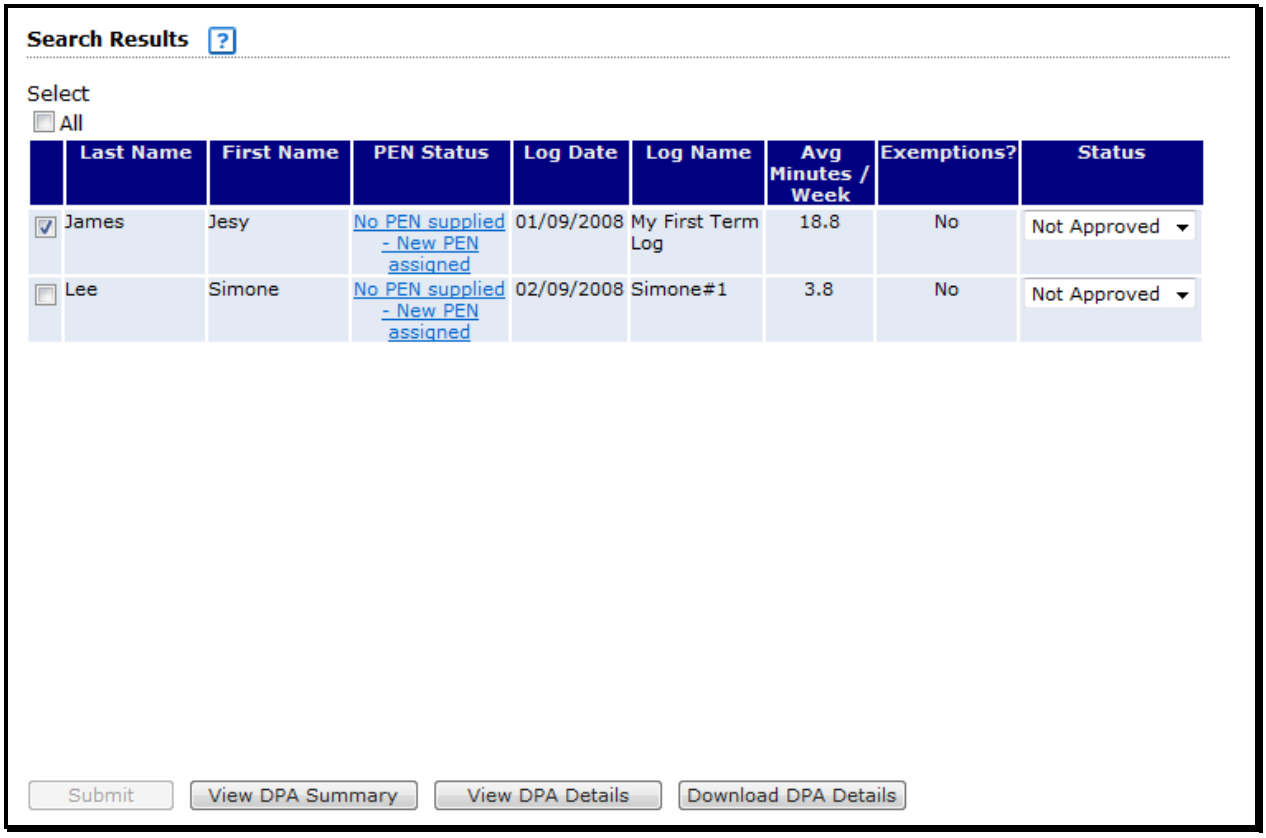
There are three reports that Educators can review to help assess their students' DPA progress:

1. DPA Details Report
2. DPA Download
3. DPA Summary Report

The reports can be viewed online, saved to your computer or printed if you are connected to a printer. The reports are described in more detail in the following sections.

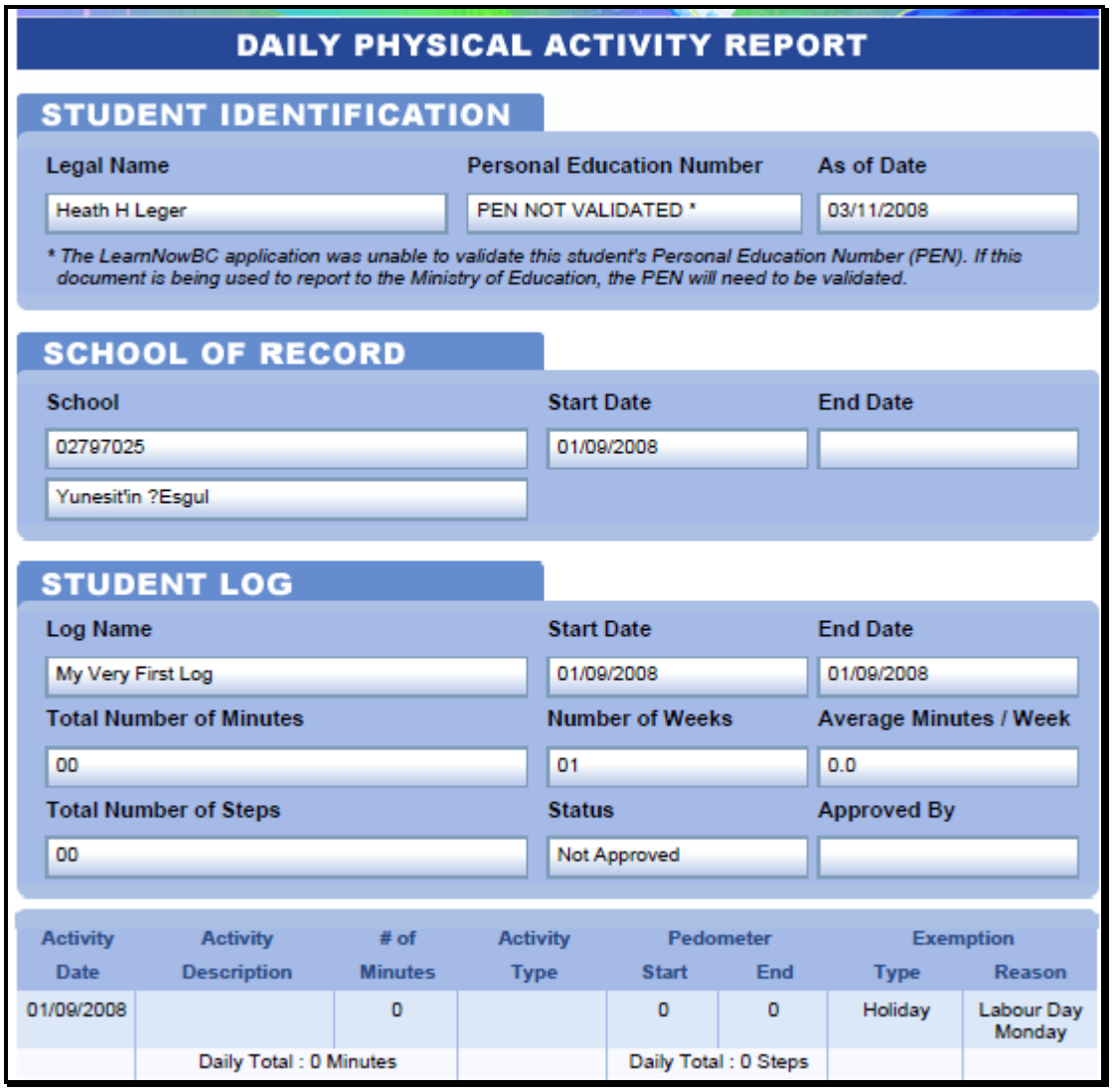
4.2.1 View DPA Details Report

On the View Student List screen select one or more students by clicking the check boxes to the left of the students' Last Name and clicking the View DPA Details button at the bottom of the screen:



Note All DPA Logs in the Search Results can be selected automatically by clicking the Select All button at the top left of the Search Results area.

The DPA Detail report for the selected students will pop up in a new window. Educators should pay particular attention to the activities the student has logged, in particular any exemptions, to ensure that they have been approved by the school's Principal.



DAILY PHYSICAL ACTIVITY REPORT

STUDENT IDENTIFICATION

Legal Name	Personal Education Number	As of Date
Heath H Leger	PEN NOT VALIDATED *	03/11/2008

** The LearnNowBC application was unable to validate this student's Personal Education Number (PEN). If this document is being used to report to the Ministry of Education, the PEN will need to be validated.*

SCHOOL OF RECORD

School	Start Date	End Date
02797025	01/09/2008	
Yunesit'in ?Esgul		

STUDENT LOG

Log Name	Start Date	End Date
My Very First Log	01/09/2008	01/09/2008
Total Number of Minutes	**Number of Weeks**	**Average Minutes / Week**
00	01	0.0
Total Number of Steps	**Status**	**Approved By**
00	Not Approved	

Activity Date	Activity Description	# of Minutes	Activity Type	Pedometer Start	Pedometer End	Exemption Type	Exemption Reason
01/09/2008		0		0	0	Holiday	Labour Day Monday
	Daily Total : 0 Minutes			Daily Total : 0 Steps			

Note 1 You must have pop-up windows enabled in your browser in order to view the report. Consult the help for your browser for directions to change this setting.

Note 2 Invalid Personal Education Numbers (PEN) will not appear on the report. See section 4.1.2 for directions to validate your student's PEN.

Note 3 Once you have approved your student's log the Status will change to Approved and your name will appear in the Approved By field. See section 4.3 for directions to approve your student's log.

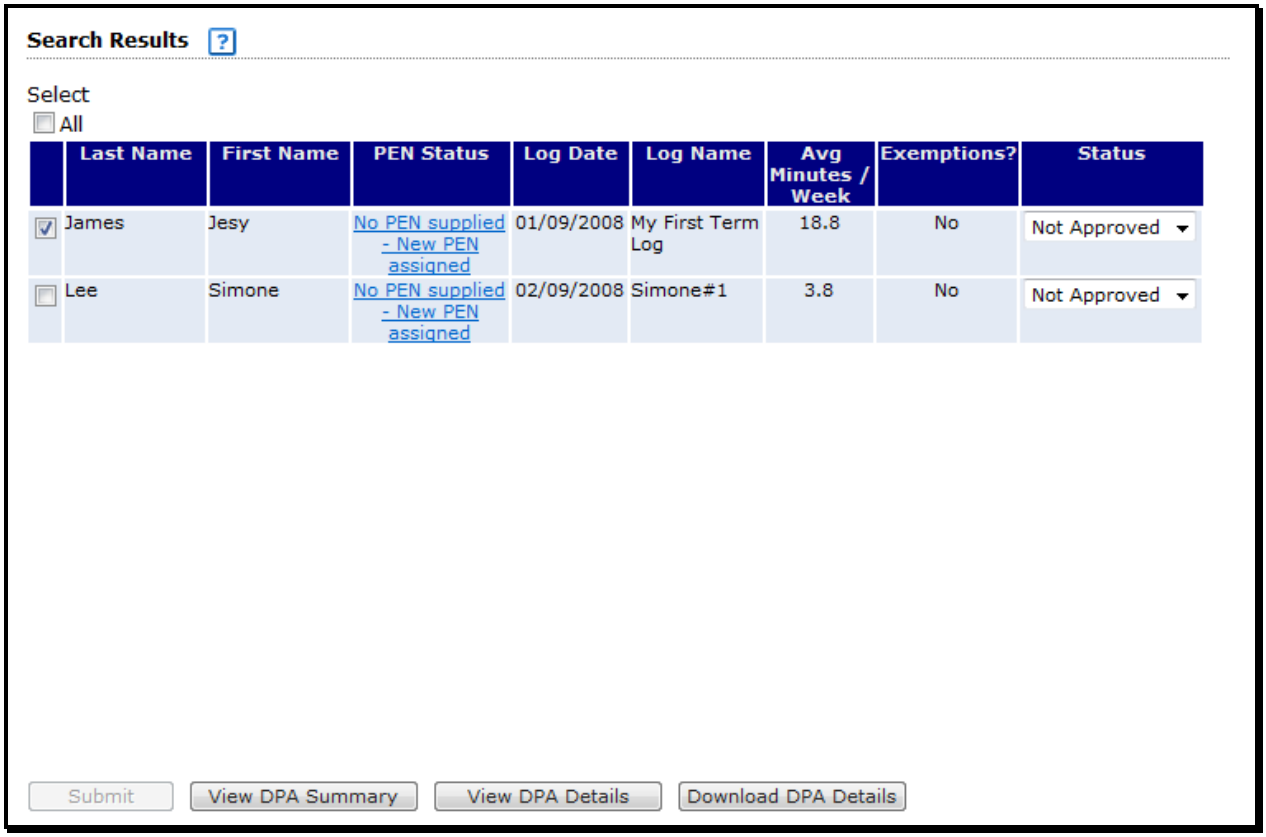
Note 4 Please see Appendix D for a known error with Adobe Reader 9 on Microsoft Windows Vista.

4.2.2 Download DPA Details Report

If you would like to review your students' DPA Logs in detail, including any exemptions that have been logged, the logs can be downloaded to your computer.

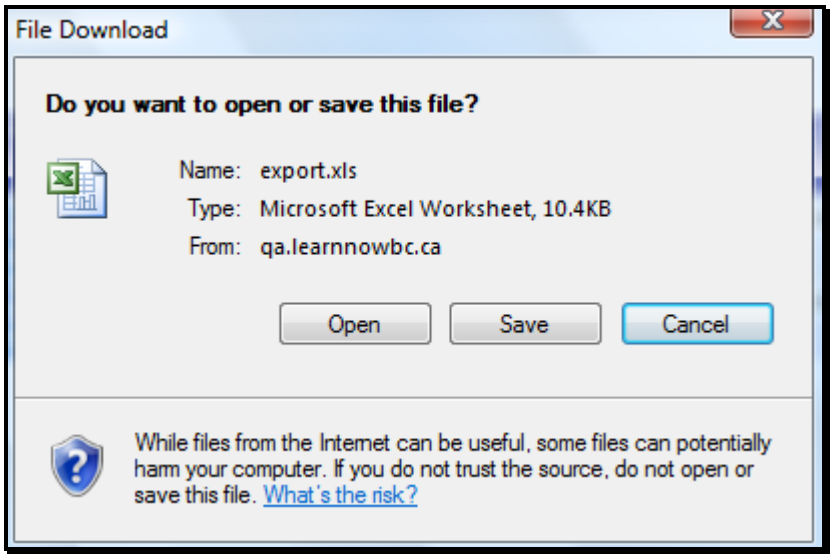
Note In order to download the DPA details you must have a recent version of Microsoft Excel installed on your computer.

On the View Student List screen select one or more students by clicking the check boxes to the left of the students' Last Name and clicking the Download DPA Details button at the bottom right of the screen:

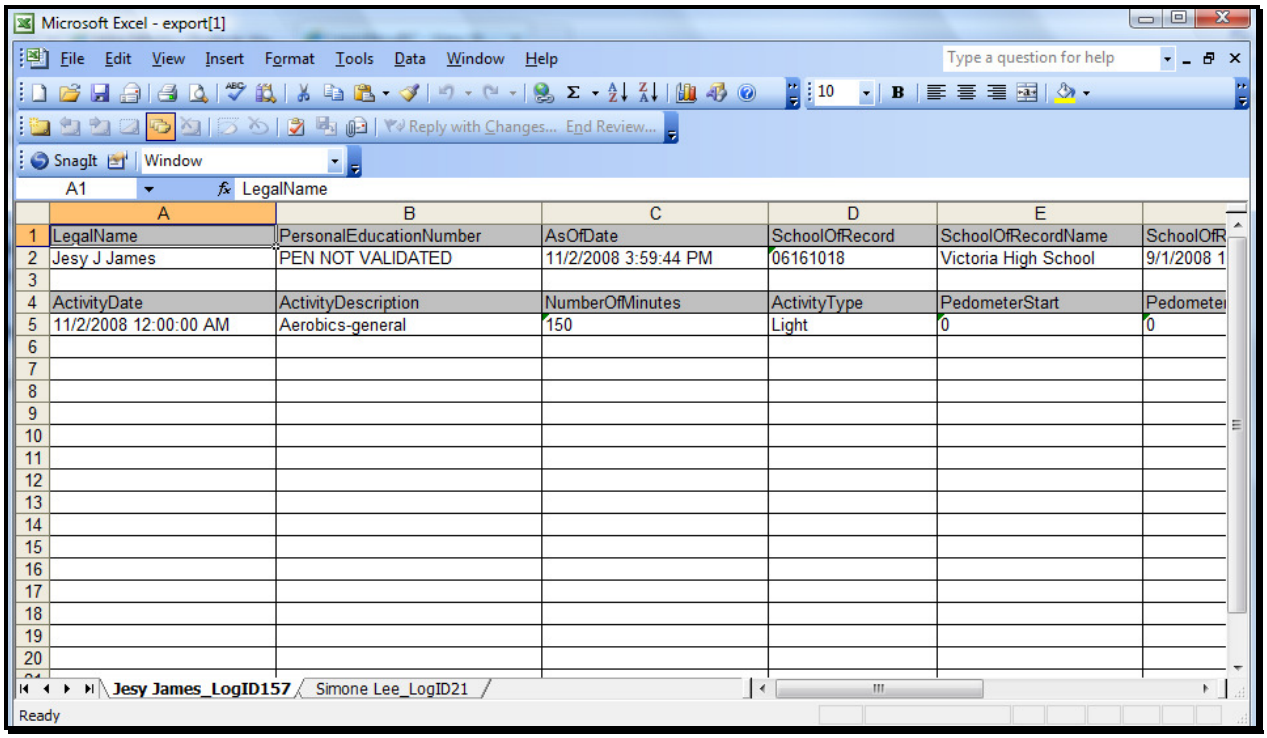


Note All DPA Logs in the Search Results can be selected automatically by clicking the Select All button at the top left of the Search Results area.

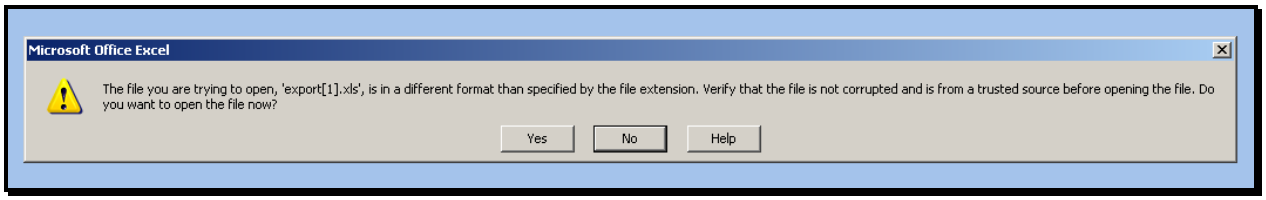
You will be prompted to Open or Save the file:


File Download
Do you want to open or save this file?
Name: export.xls
Type: Microsoft Excel Worksheet, 10.4KB
From: qa.learnnowbc.ca
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Click Open and the file will display in Microsoft Excel. There will be one worksheet tab per Log:


Microsoft Excel - export[1]
File Edit View Insert Format Tools Data Window Help
Type a question for help
Reply with Changes... End Review...
SnagIt Window
A1 LegalName
LegalName PersonalEducationNumber AsOfDate SchoolOfRecord SchoolOfRecordName
Jesy J James PEN NOT VALIDATED 11/2/2008 3:59:44 PM 06161018 Victoria High School 9/1/2008 1
ActivityDate ActivityDescription NumberOfMinutes ActivityType PedometerStart
11/2/2008 12:00:00 AM Aerobics-general 150 Light 0 0
Jesy James_LogID157 Simone Lee_LogID21
Ready

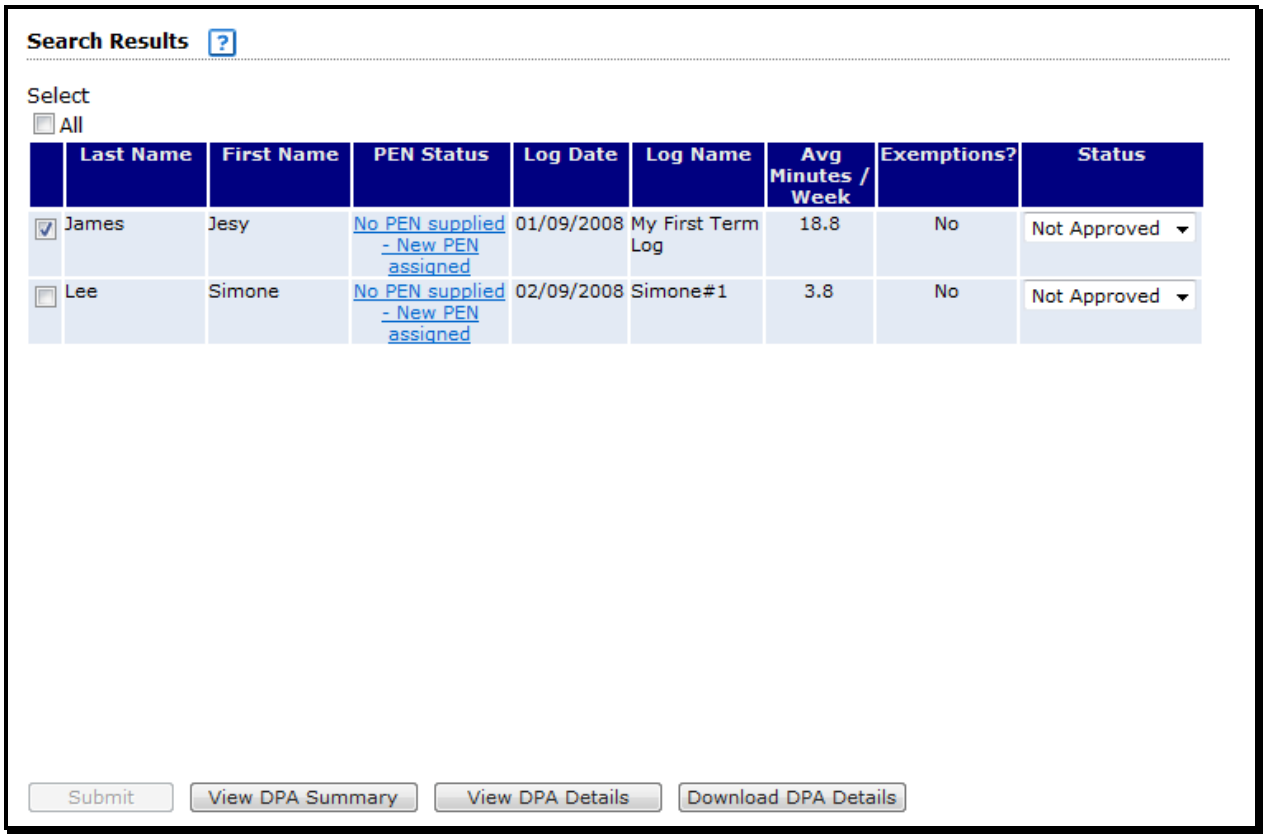
Note Users of Microsoft Excel 2007 may also receive an additional message as below:


Microsoft Office Excel
The file you are trying to open, 'export[1].xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?
Yes
No
Help

Simply click Yes and the file will open in Microsoft Excel.

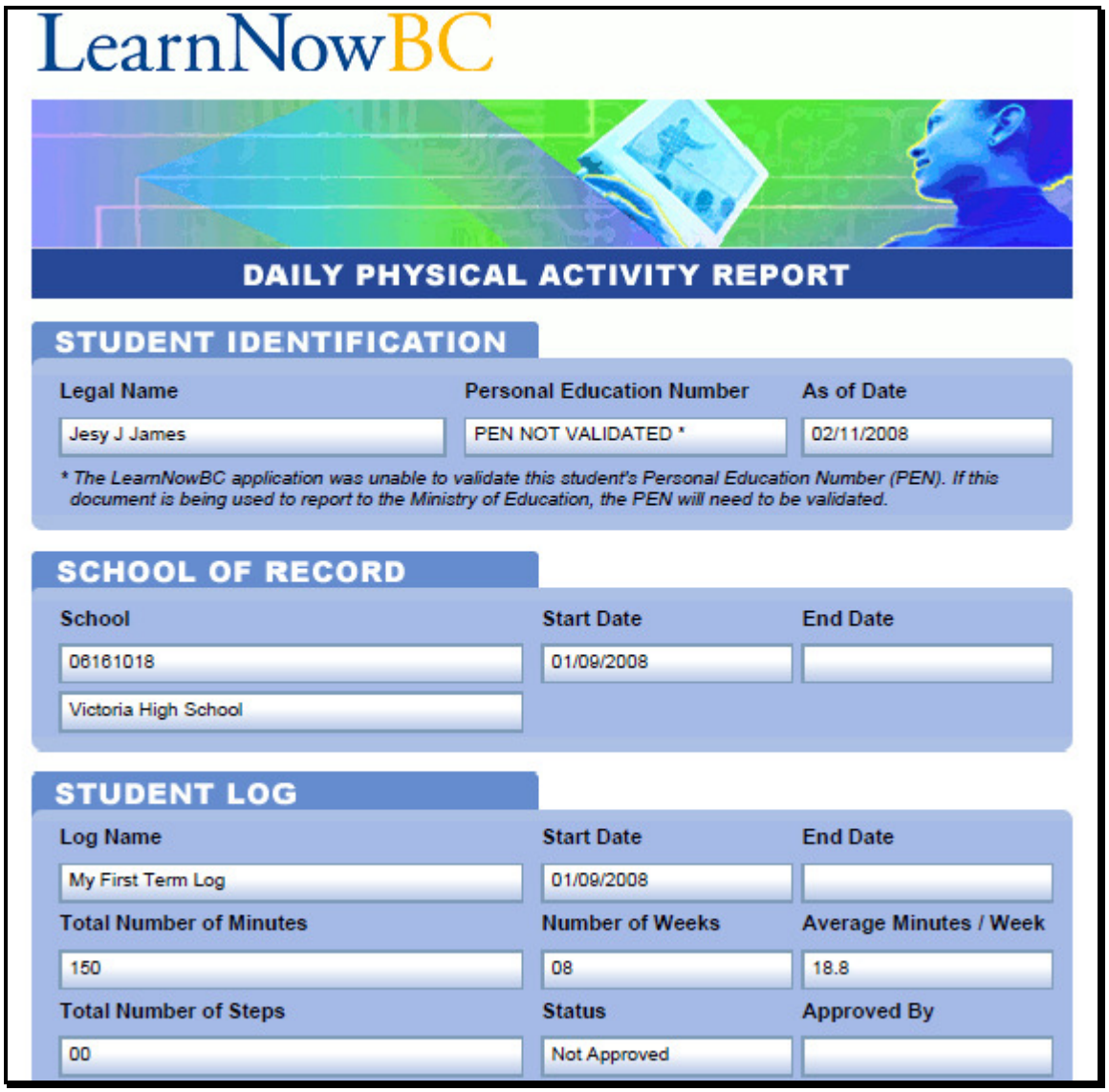
4.2.3 View DPA Summary Report

The DPA Summary Report provides a one-page summary of your Student's DPA progress to date. On the View Student List screen select one or more students by clicking the check boxes to the left of the students' Last Name and clicking the View DPA Summary button at the bottom of the screen:



Note All DPA Logs in the Search Results can be selected automatically by clicking the Select All button at the top left of the Search Results area.

The DPA Summary report for the selected students will pop up in a new window. The report lists one DPA Log per page which can be easily attached to the student's report card.



LearnNowBC

DAILY PHYSICAL ACTIVITY REPORT

STUDENT IDENTIFICATION

Legal Name	Personal Education Number	As of Date
Jesy J James	PEN NOT VALIDATED *	02/11/2008

** The LearnNowBC application was unable to validate this student's Personal Education Number (PEN). If this document is being used to report to the Ministry of Education, the PEN will need to be validated.*

SCHOOL OF RECORD

School	Start Date	End Date
06161018	01/09/2008	
Victoria High School		

STUDENT LOG

Log Name	Start Date	End Date
My First Term Log	01/09/2008	
Total Number of Minutes	**Number of Weeks**	**Average Minutes / Week**
150	08	18.8
Total Number of Steps	**Status**	**Approved By**
00	Not Approved	

Note 1 You must have pop-up windows enabled in your browser in order to view the report. Consult the help for your browser for directions to change this setting.

Note 2 Invalid Personal Education Numbers (PEN) will not appear on the report. See section 4.1.2 for directions to validate your student's PEN.

Note 3 Once you have approved your student's log the Status will change to Approved and your name will appear in the Approved By field. See section 4.3 for directions to approve your student's log.

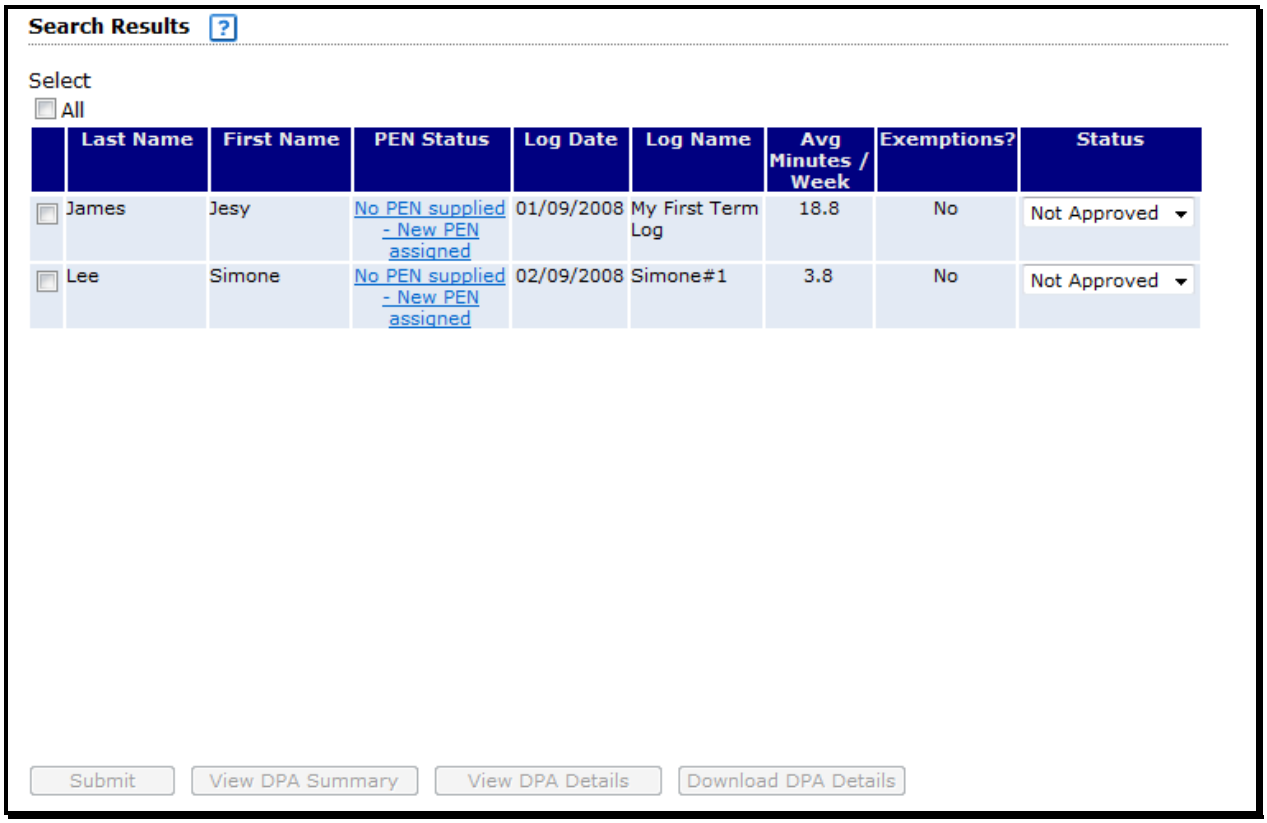
Note 4 Please see Appendix D for a known error with Adobe Reader 9 on Microsoft Windows Vista.

4.3 Approving Your Student's DPA Log

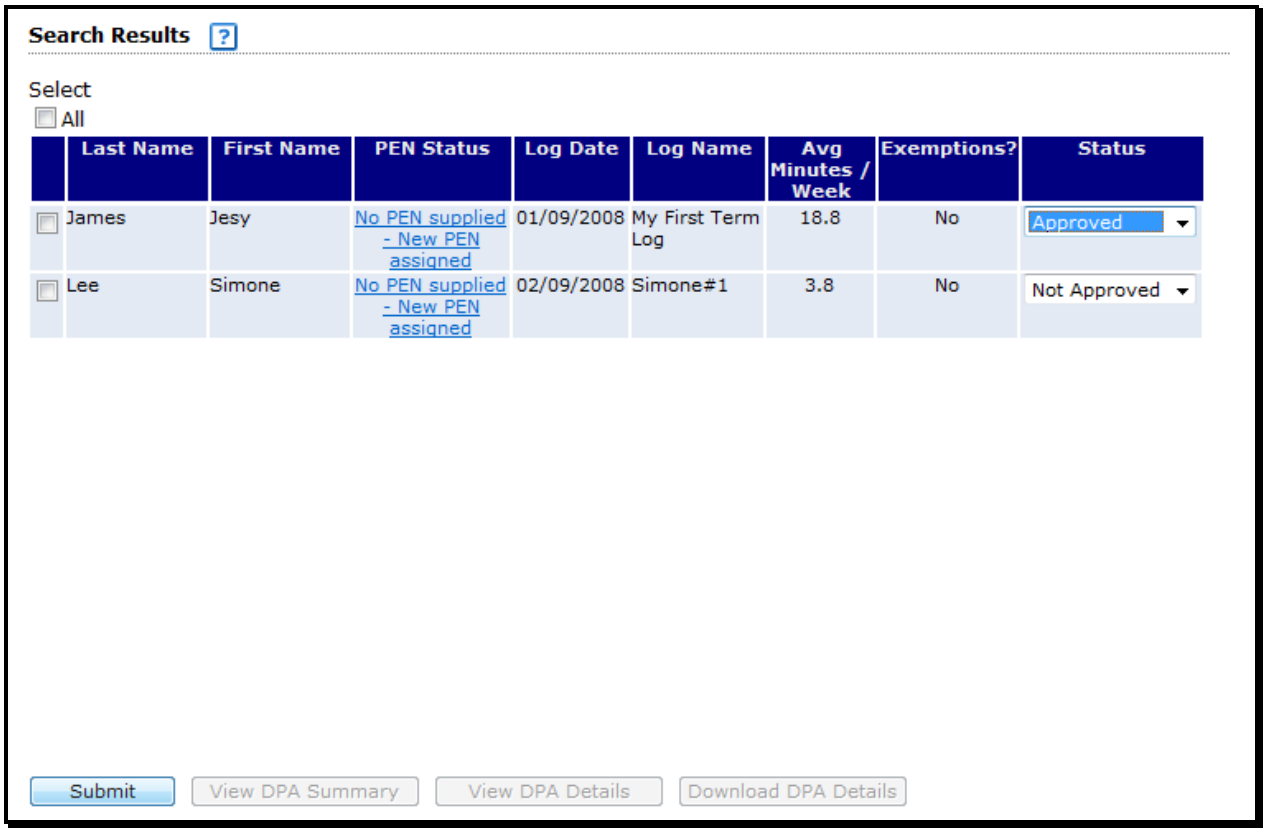
Once you have reviewed your student's DPA progress (see Section 4.2) and are ready to attach the DPA Summary to their report card, you should approve your student's DPA Log.

Note Approving a DPA Log ensures that the student can no longer change it. The student will need to create a new Log to continue logging their Daily Physical Activity.

The Status field toggles the approval status for DPA Logs:



When the Status drop down is changed the Submit button is activated:



Click the Submit button to approve the student's DPA Log.

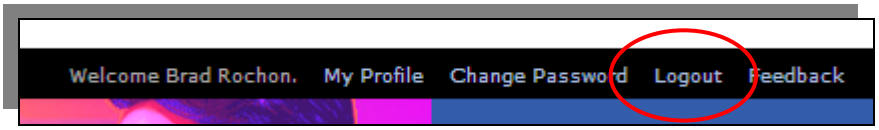
Note 1 You can approve multiple logs at the same time by changing the Status of multiple Logs before clicking the Submit button.

Note 2 You cannot approve Logs for students with invalid Personal Education Number (PEN) information. See section 4.1.3 for directions to validate your student's PEN.

Note 3 If your student needs to make changes to their log after you have approved it, the same process can be followed to change the status back to Not Approved. This will allow the student to continue editing their DPA Log. You will not be able to remove your approval if your student has created a new DPA Log.

4.4 Exiting DPA

Educators can exit the DPA application by clicking on the *Logout* link at the top of any page.



Appendix A – Glossary of Terms

LearnNowBC	LearnNowBC is a single point of entry to information about Distributed Learning (DL) in British Columbia. The LearnNowBC portal is an interactive, one-stop website with a list of nearly 50 public DL schools. The portal contains information on course details, student services, and other offerings such as 24 hour a day tutoring. Many of these schools can offer complete K-12 education, while others focus on specific grades.
Daily Physical Activity	Effective September 2008, the Ministry of Education requires that all students from K to 12 will participate in daily physical activity. Daily Physical Activity (DPA) is defined as endurance, strength and/or flexibility activities done on a daily basis which may be instructional or non-instructional based. DPA is a requirement for all students in BC, including those who are educated via Distributed Learning (DL). For DL at the K to 9 levels, the DPA requirements will become part of the Student Learning Plan, which outlines required areas of study, including anticipated timeline for completion. For DL at grades 10 through 12, the DPA activity will be integrated with the student's Graduation Transitions requirement.
School of Record	The School of Record is the school that will be reporting the Student's academic achievement to the Ministry of Education. Grade 10-12 students who are cross-enrolled in a Distributed Learning school, and where the Distributed Learning school is not their School of Record, must meet the DPA requirements through their School of Record. Students should contact a representative from their school if they are not sure which their School of Record is.
Distributed Learning	Takes place when a student is primarily at a distance from the teacher, whether the student is at home or connecting from another learning facility.
Distance Learning	Learning that takes place when a student does not attend a classroom in a school. This term has been replaced by distributed learning.
Personal Education Number (PEN)	This is a nine digit number assigned to each student as they enter the BC education system. This number follows you through your K-12 and post secondary education.
Virtual School	The Virtual School does not have a building or location. It is an alliance of public distributed learning (DL) schools.
Virtual School Society (VSS)	An independent, non-profit entity founded in 2006. Its purpose is to enhance the use of distributed learning in British Columbia

Appendix B - Acronyms and Abbreviations

LNBC	LearnNowBC
DPA	Daily Physical Activity
DL	Distributed Learning, Distance Learning

Appendix C – How is Average Minutes per Week Calculated?

If the student's DPA log is active (e.g. the DPA Log End Date is blank) the Number of Weeks is calculated as the Number of Weeks between the DPA Log Start Date and Today's Date. The Total Number of Minutes is divided by this figure and rounded to the nearest decimal.

If the student's DPA Log is no longer active (e.g. the DPA Log End Date has a date in it) the Number of Weeks is calculated as the Number of Weeks between the DPA Log Start Date and the DPA Log End Date. The Total Number of Minutes is divided by this figure and rounded to the nearest decimal.

If the Number of Weeks is less than 1 the Number of Weeks is set to 1 in the calculation to avoid divide-by-zero errors.

Appendix D – Known Errors

Error Description	Resolution
Users of Adobe Reader 9 on Microsoft Windows Vista may encounter an issue with the file extension when either PDF report is saved to their computer. The file extension is saved as .aspx instead of .pdf and as a result the file cannot be opened in Adobe Reader after it is saved.	There are two work-arounds available for end users that encounter this problem: 1. Right-click the Internet Explorer icon on the desktop and 'Run as Administrator'. Then navigate to www.learnnowbc.ca using this browser instance to create the PDF report in DPA. 2. Locate the saved PDF file (e.g. ViewStudentList.aspx) in Windows Explorer. Right-click the file and rename it to ViewStudentList.pdf. Double-click the file and it should open properly in Adobe Reader 9.